Document Tracking Management System (DTMS)

Document Assignment Process

(Disbursing / Finance)

DTMS Document Assignment

DTMS documents are created and forwarded to the Disbursing/Fin Administrative Units.

When documents are received by the DO/FO, the first step in the pr the document to a clerk.

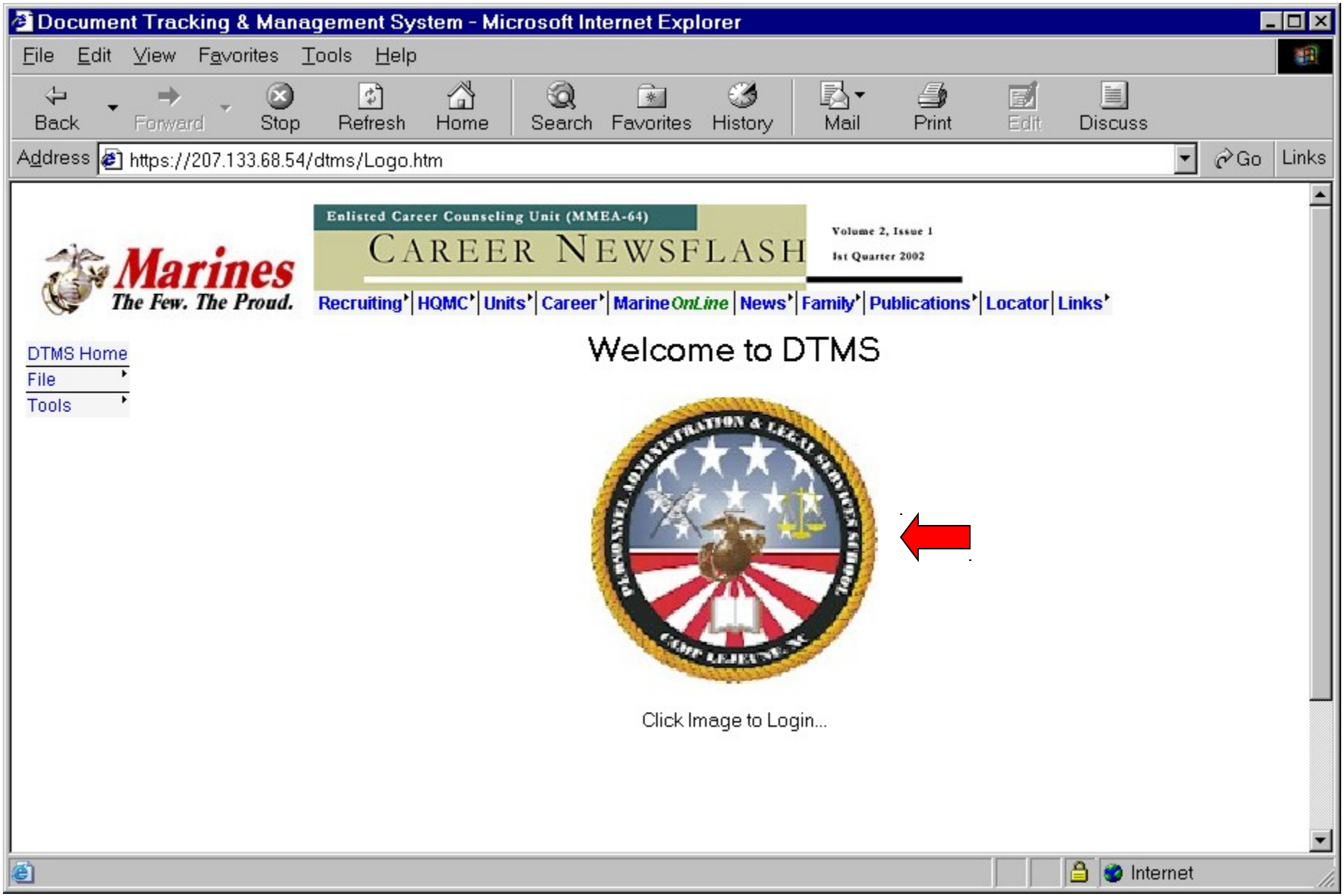
The Disbursing Auditor starts the Disbursing/Finance phase of doc

The following steps will walk you through the assignment process

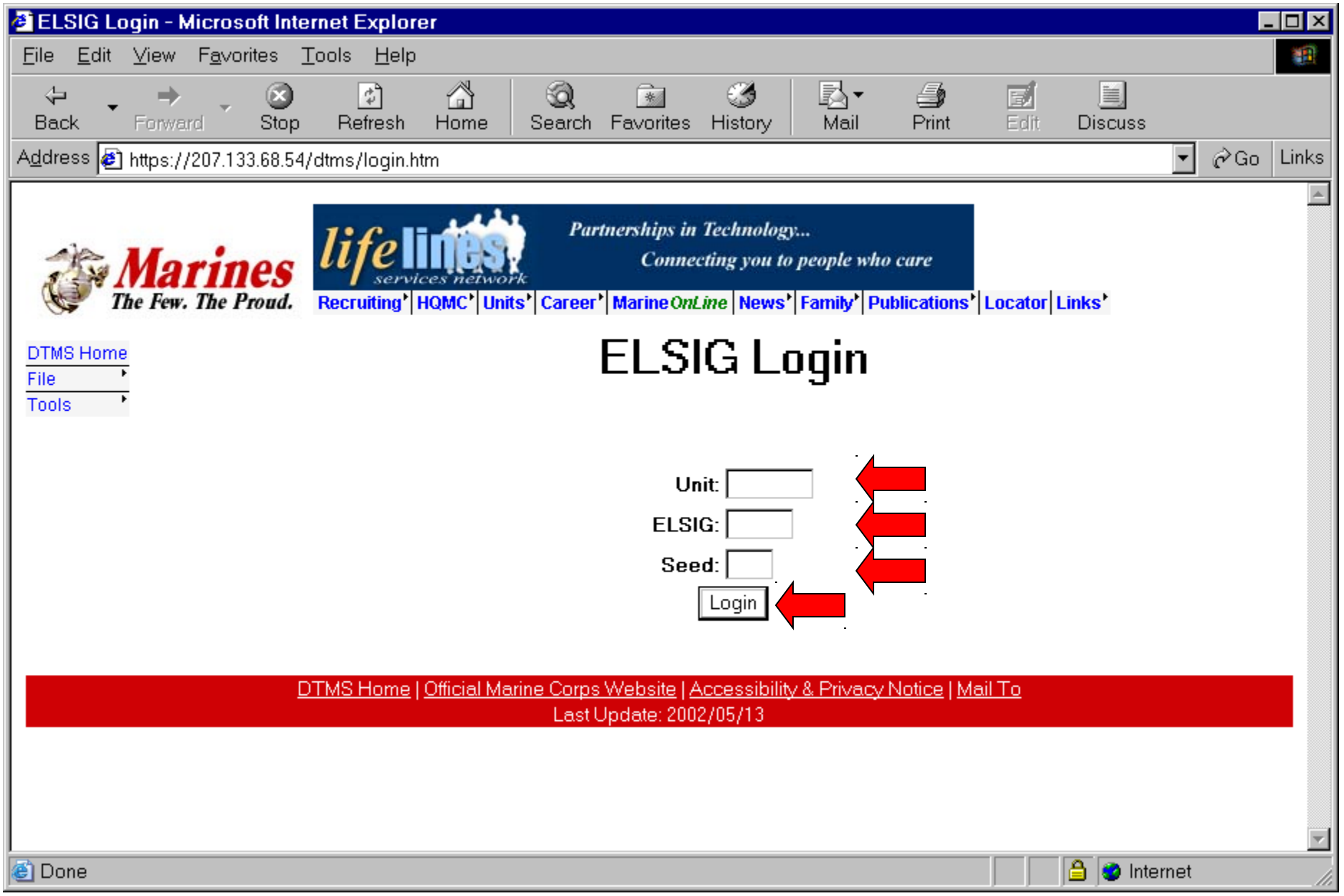
1. Login into the Marine Corps Enterprise Network (MCEN) using you and password.

2. Once in the system, click on the Internet Explorer icon to access th

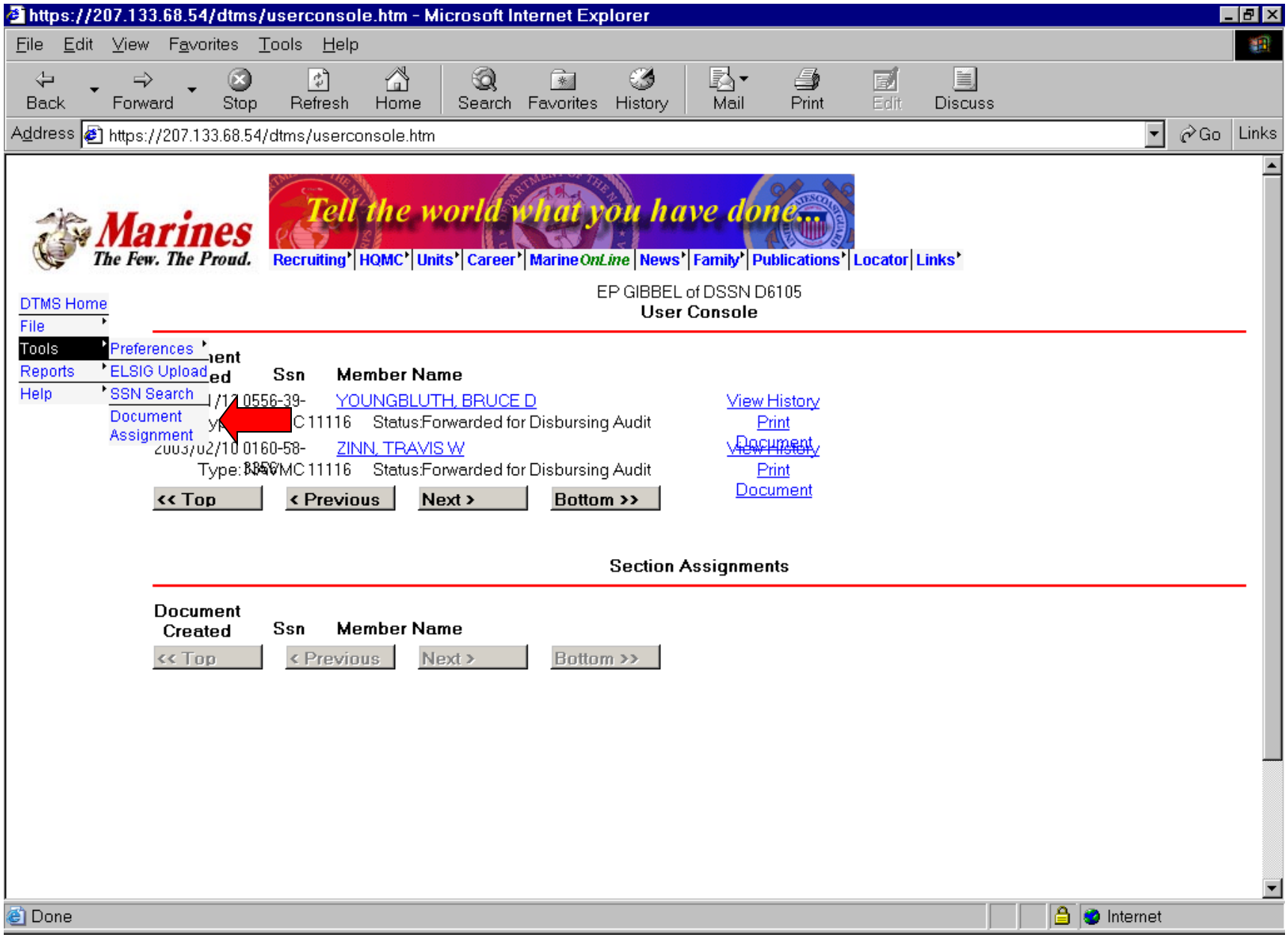
3. Follow the screens that follow to access DTMS and process docume


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/Logo.htm
Go Links
Marines
The Few. The Proud.
Enlisted Career Counseling Unit (MMEA-64)
CAREER NEWSFLASH
Volume 2, Issue 1
1st Quarter 2002
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
DTMS Home
File
Tools
Welcome to DTMS
Click Image to Login...
Internet

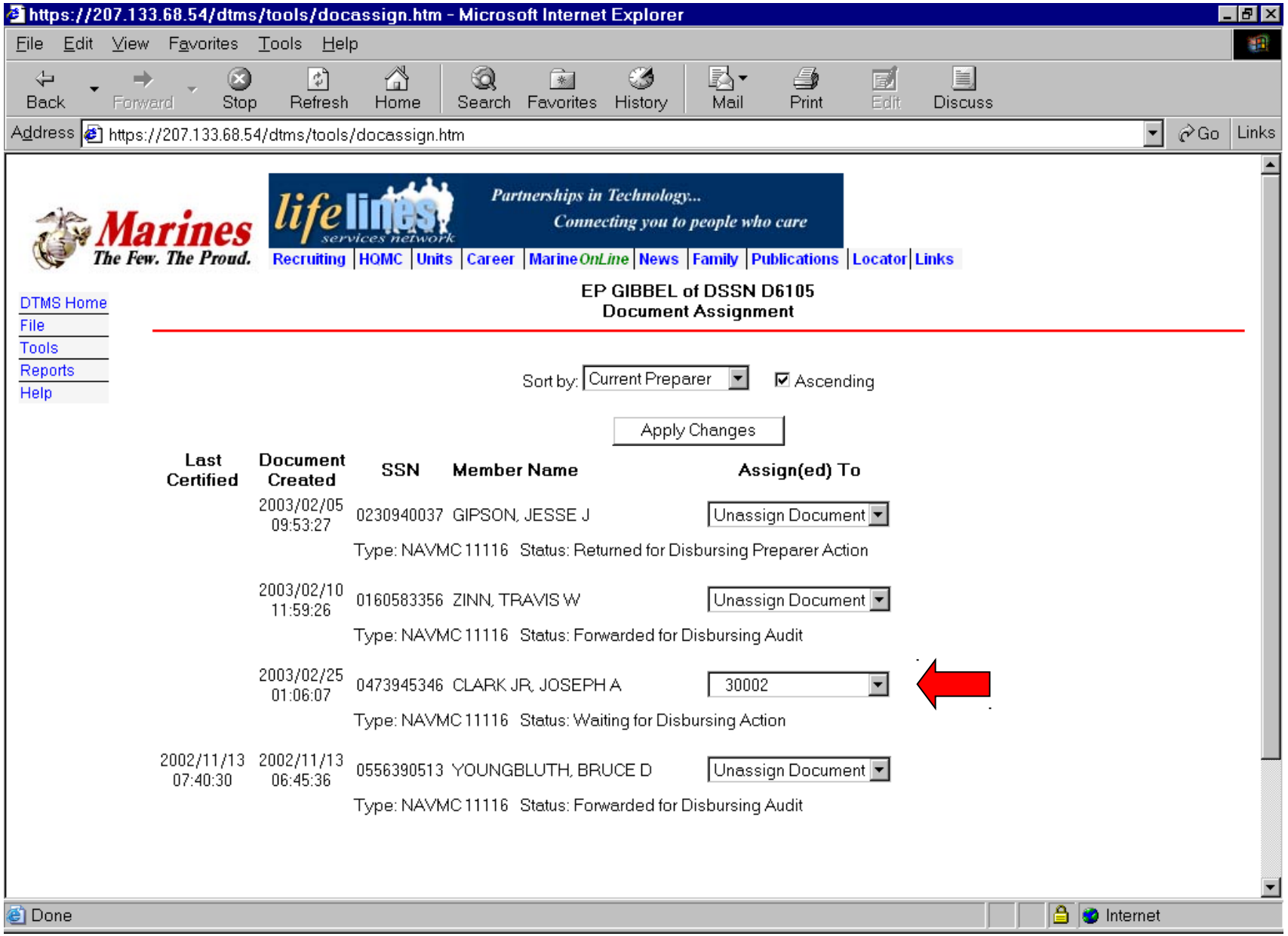
Type in or click on the following URL: https://207.133.68.130/dtms
The above screen will appear. Click on the DTMS logo to get to the



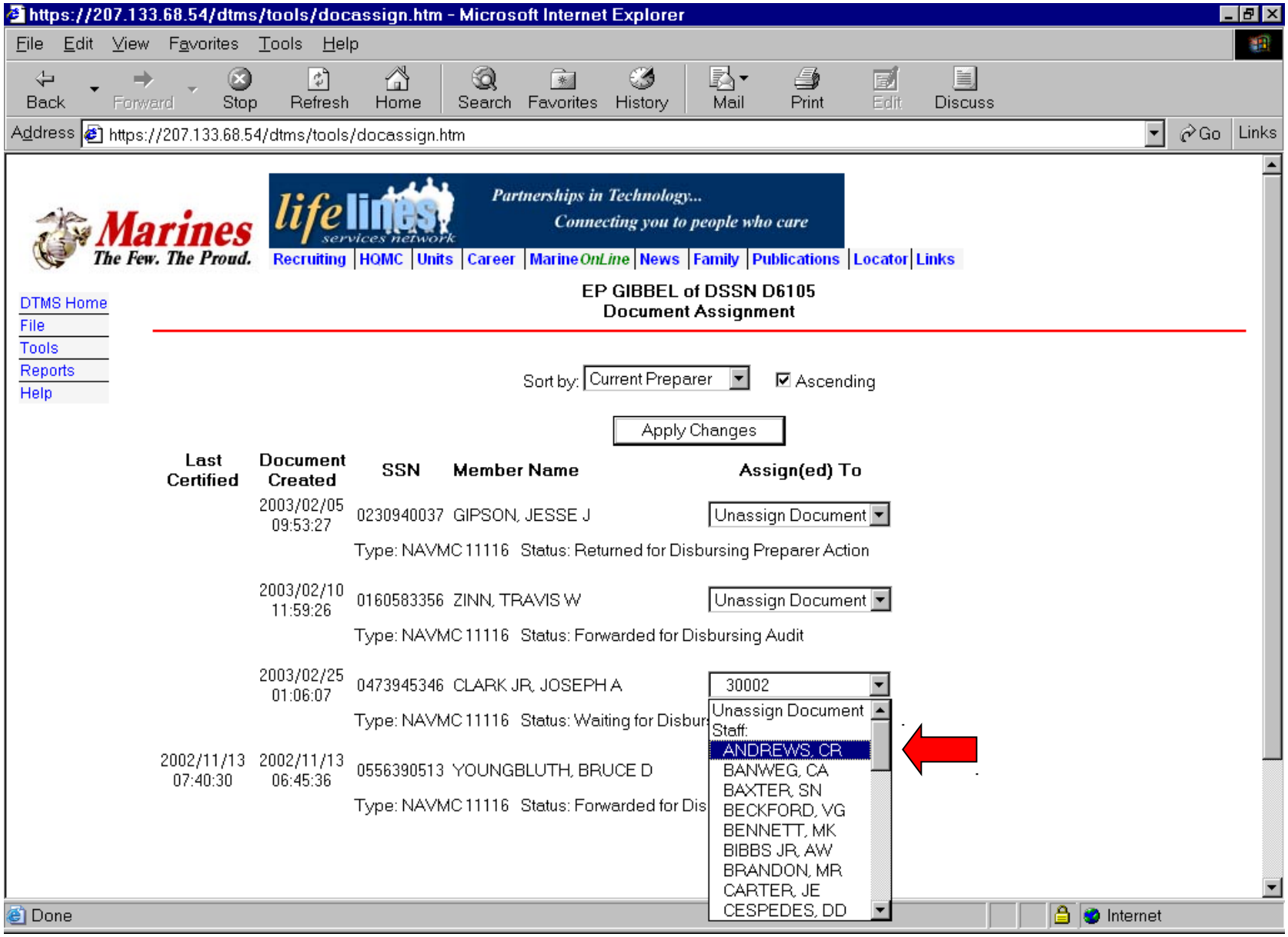
Enter the unit designator which consists of a “D” preceding your p
(i.e. – “D6105”) Enter your ELSIG and SEED and click the “Login”



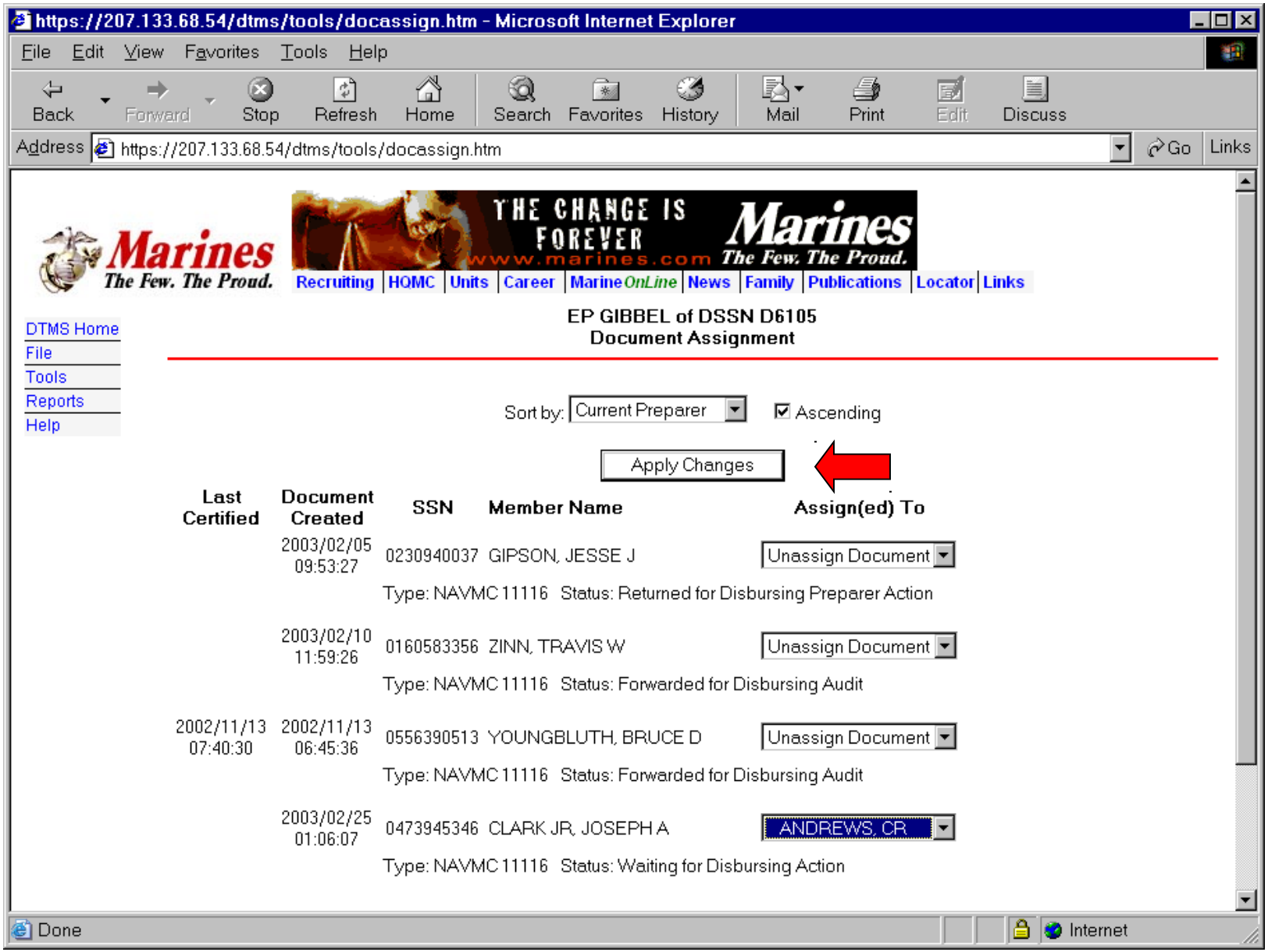
Hover the mouse pointer over “Tools” and then click on “Document A unassigned documents will appear.



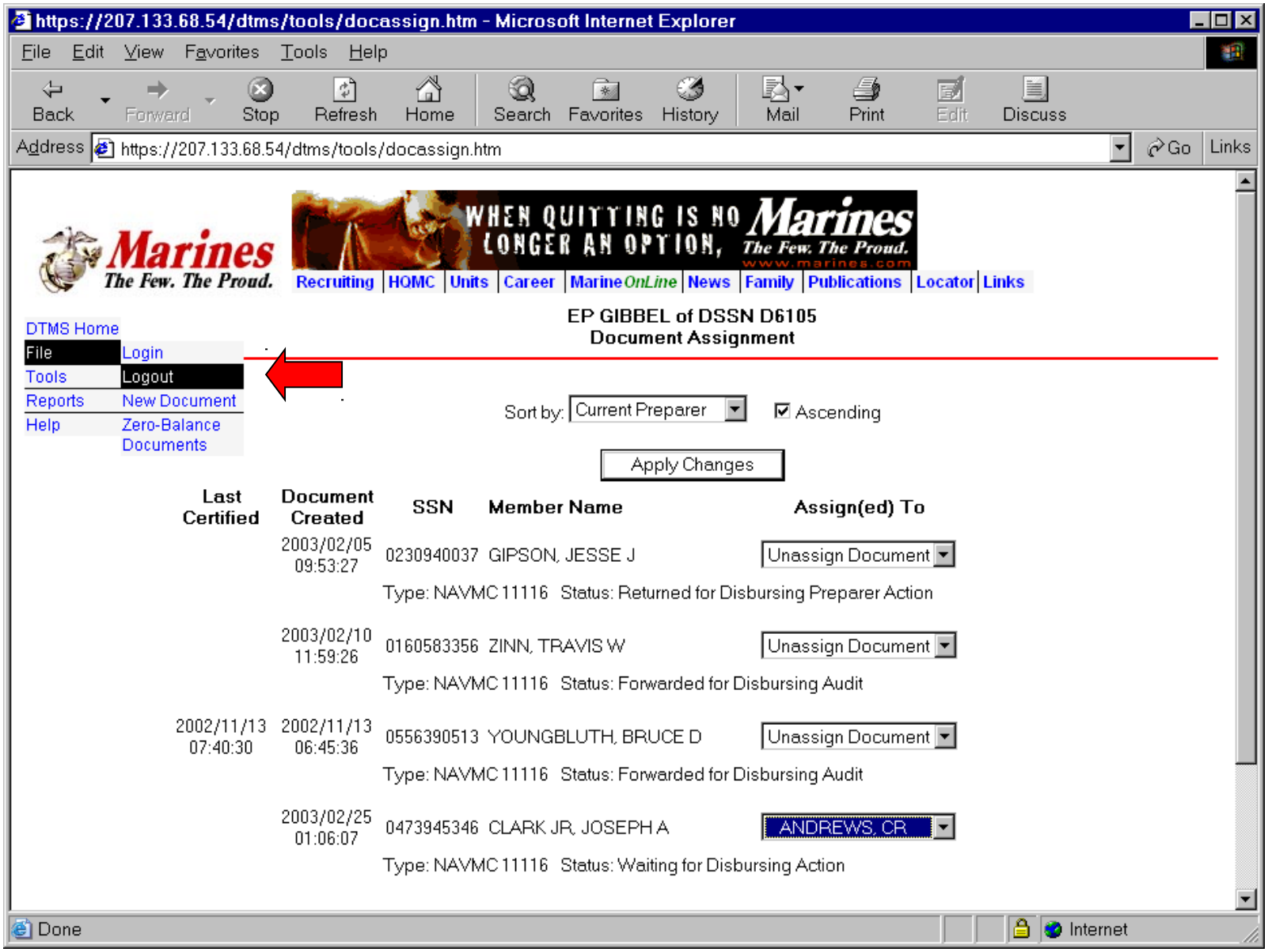
Select the document to be assigned by hitting the down arrow in the following screen will appear.



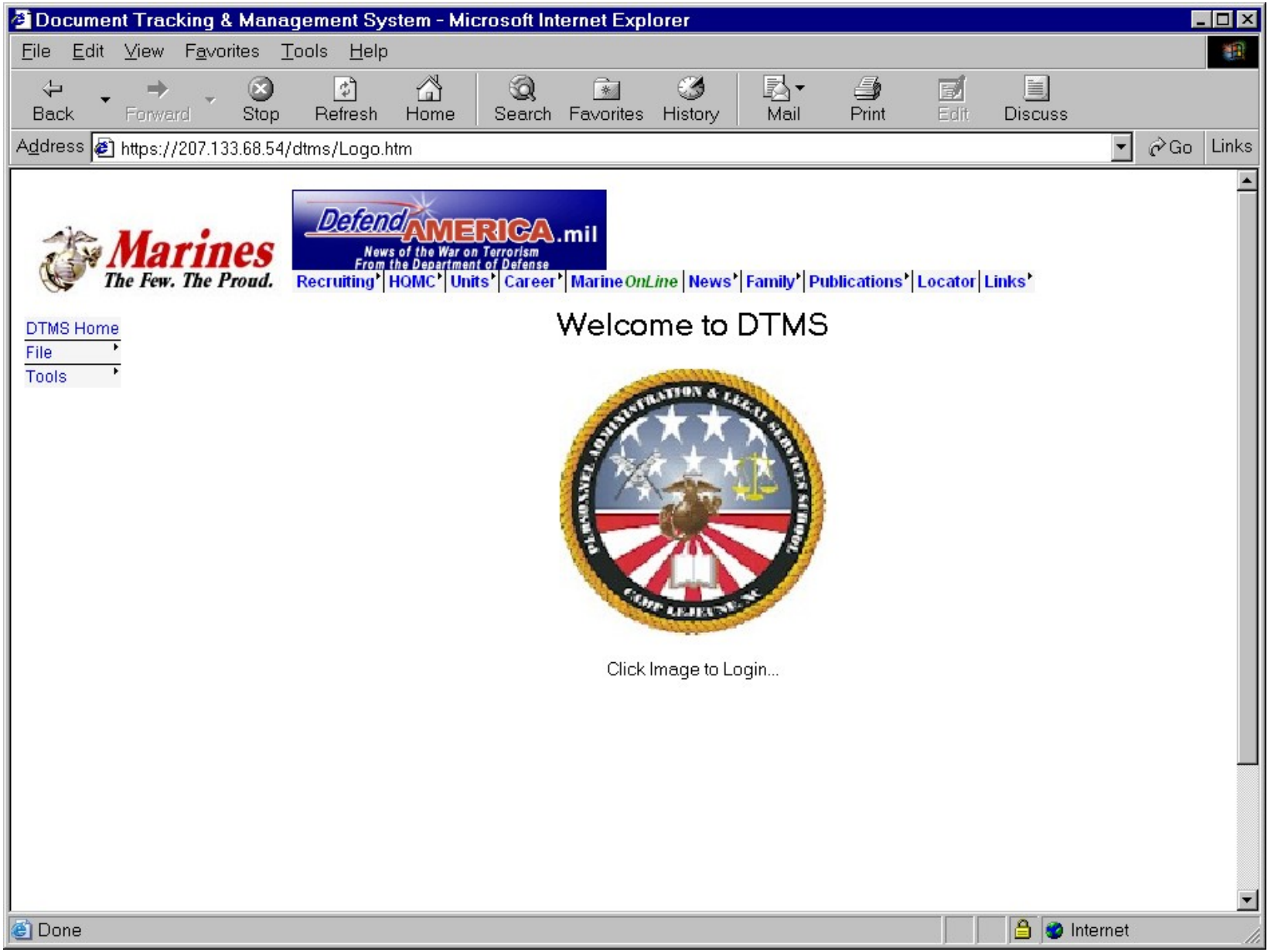
Choose the Marine that you wish to assign the document to by scro until the appropriate Marine's name appears. Click on the Marine'



Click on the “Apply Changes” button and the document is now as Marine for action.


https://207.133.68.54/dtms/tools/docassign.htm - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/tools/docassign.htm
Go Links
Marines The Few. The Proud.
WHEN QUITTING IS NO LONGER AN OPTION, Marines The Few. The Proud. www.marines.com
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
DTMS Home
File Login
Tools Logout
Reports New Document
Help Zero-Balance Documents
EP GIBBEL of DSSN D6105
Document Assignment
Sort by: Current Preparer
Ascending
Apply Changes
Last Certified
Document Created
SSN
Member Name
Assign(ed) To
2003/02/05 09:53:27
0230940037 GIPSON, JESSE J
Unassign Document
Type: NAVMC 11116 Status: Returned for Disbursing Preparer Action
2003/02/10 11:59:26
0160583356 ZINN, TRAVIS W
Unassign Document
Type: NAVMC 11116 Status: Forwarded for Disbursing Audit
2002/11/13 07:40:30
2002/11/13 06:45:36
0556390513 YOUNGBLUTH, BRUCE D
Unassign Document
Type: NAVMC 11116 Status: Forwarded for Disbursing Audit
2003/02/25 01:06:07
0473945346 CLARK JR, JOSEPH A
ANDREWS, CR
Type: NAVMC 11116 Status: Waiting for Disbursing Action
Done
Internet

Hover the mouse pointer over “Tools” and then click on “Logout”. Th will appear:


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/Logo.htm
Go Links
Marines
The Few. The Proud.
DefendAMERICA.mil
News of the War on Terrorism
From the Department of Defense
Recruiting | HQMC | Units | Career | Marine OnLine | News | Family | Publications | Locator | Links
DTMS Home
File
Tools
Welcome to DTMS
Click Image to Login...
Done
Internet

You are now logged off of the DTMS system.

Document Tracking Management System (DTMS)

Preparer Steps to Processing Document

(Disbursing / Finance)

DTMS Document Assignment

DTMS documents are forwarded to clerks by the Disbursing/Finan

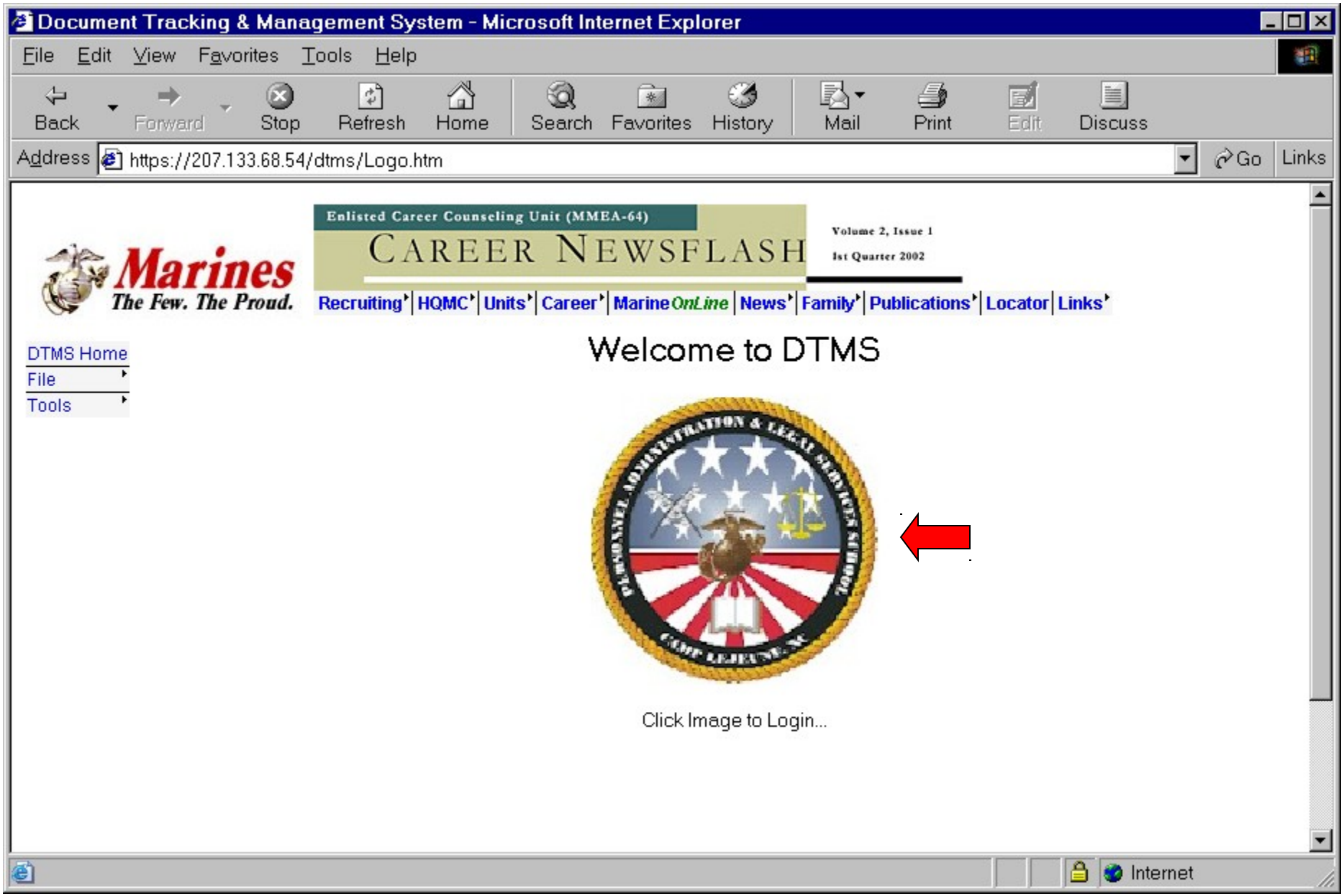
The Disbursing/Finance Clerk must then process the document th

The following steps will walk you through the process screen by s

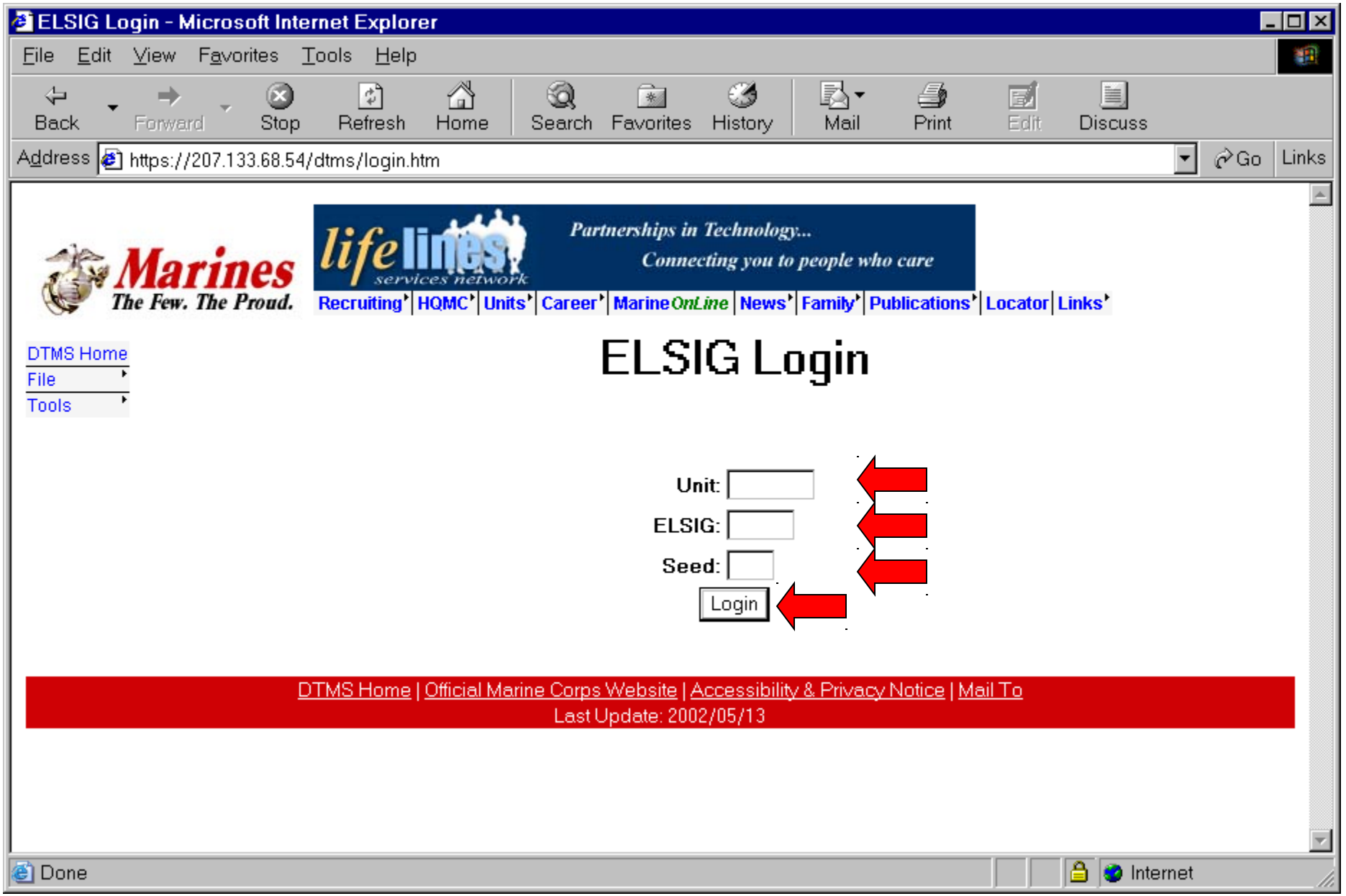
1. Login into the Marine Corps Enterprise Network (MCEN) using yo Password.

2. Once in the system, click on the Internet Explorer icon to access t

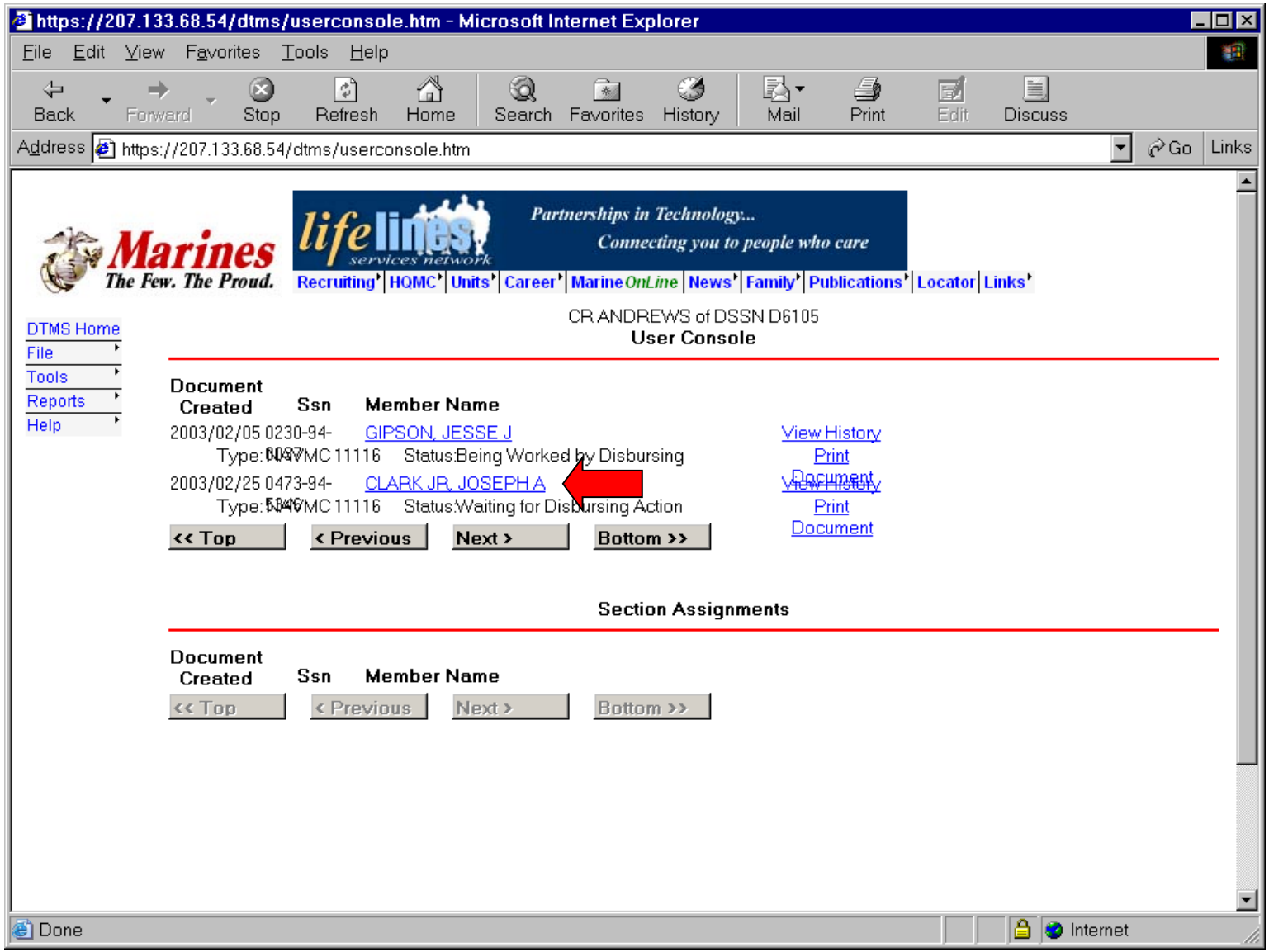
3. Follow the screens that follow to access DTMS and process docum


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/Logo.htm
Go Links
Marines
The Few. The Proud.
Enlisted Career Counseling Unit (MMEA-64)
CAREER NEWSFLASH
Volume 2, Issue 1
1st Quarter 2002
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
DTMS Home
File
Tools
Welcome to DTMS
Click Image to Login...
Internet

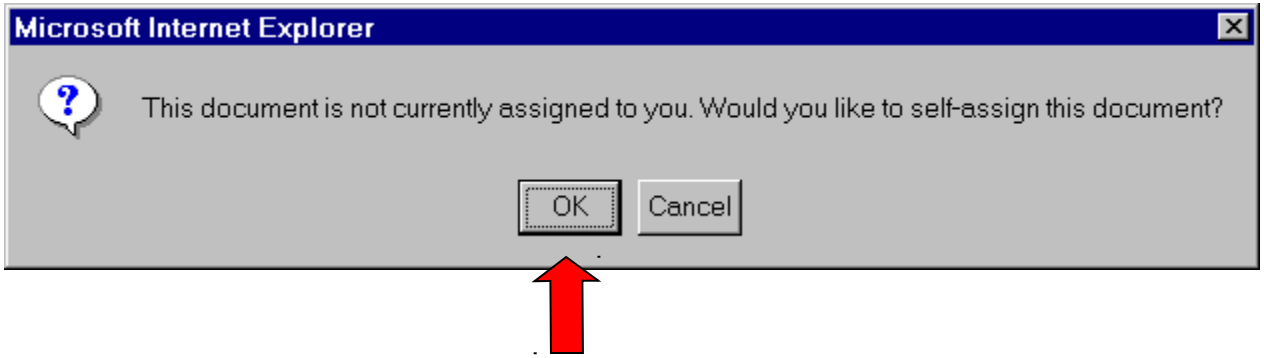
Type in or click on the following URL: https://207.133.68.130/dtms
The above screen will appear. Click on the DTMS logo to get to the



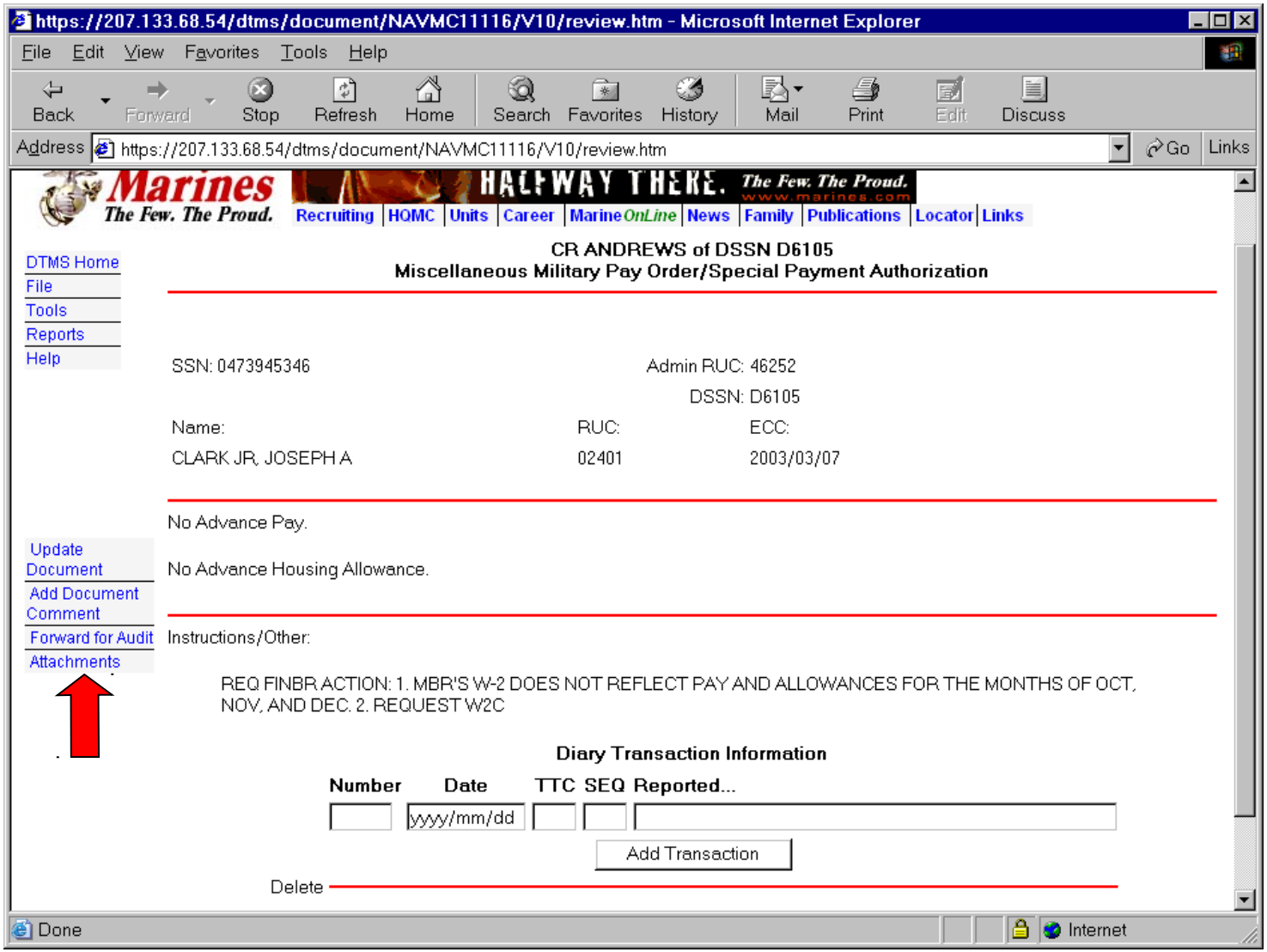
Enter the unit designator which consists of a “D” preceding your p
i.e. – “D6105”. Enter your ELSIG and SEED and click the “Login” b



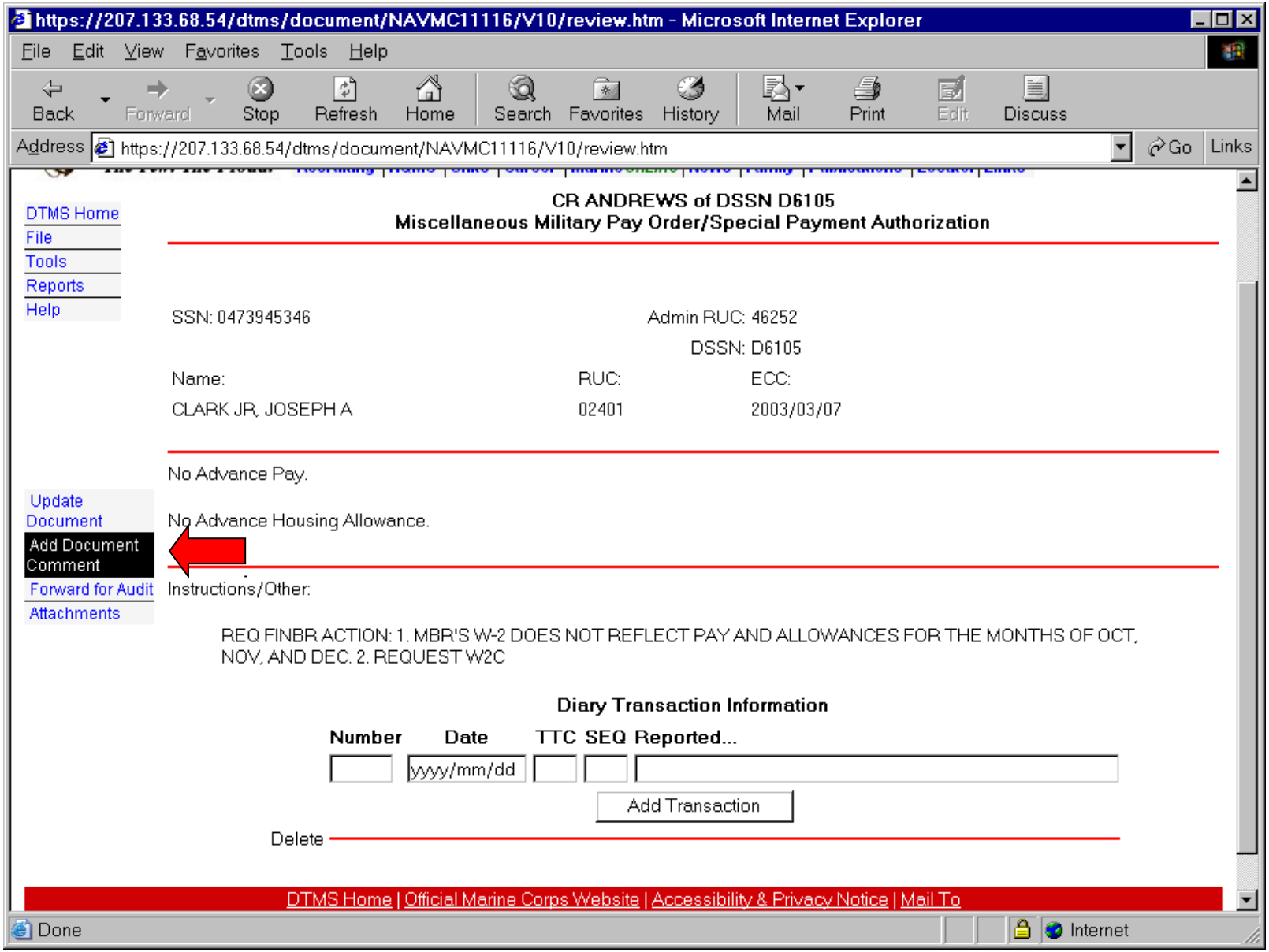
Click on the document that you wish to process. In this case, click The following dialogue box will appear.


Microsoft Internet Explorer
This document is not currently assigned to you. Would you like to self-assign this document?
OK
Cancel

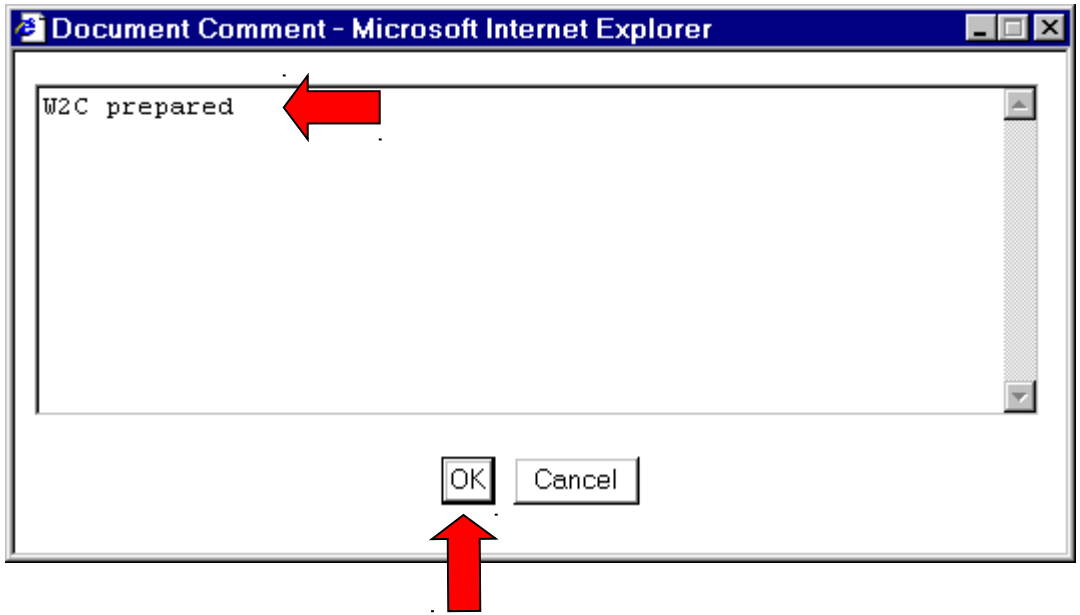
Click on “OK” and you have accepted the document for processing. will open as shown in the following screen.



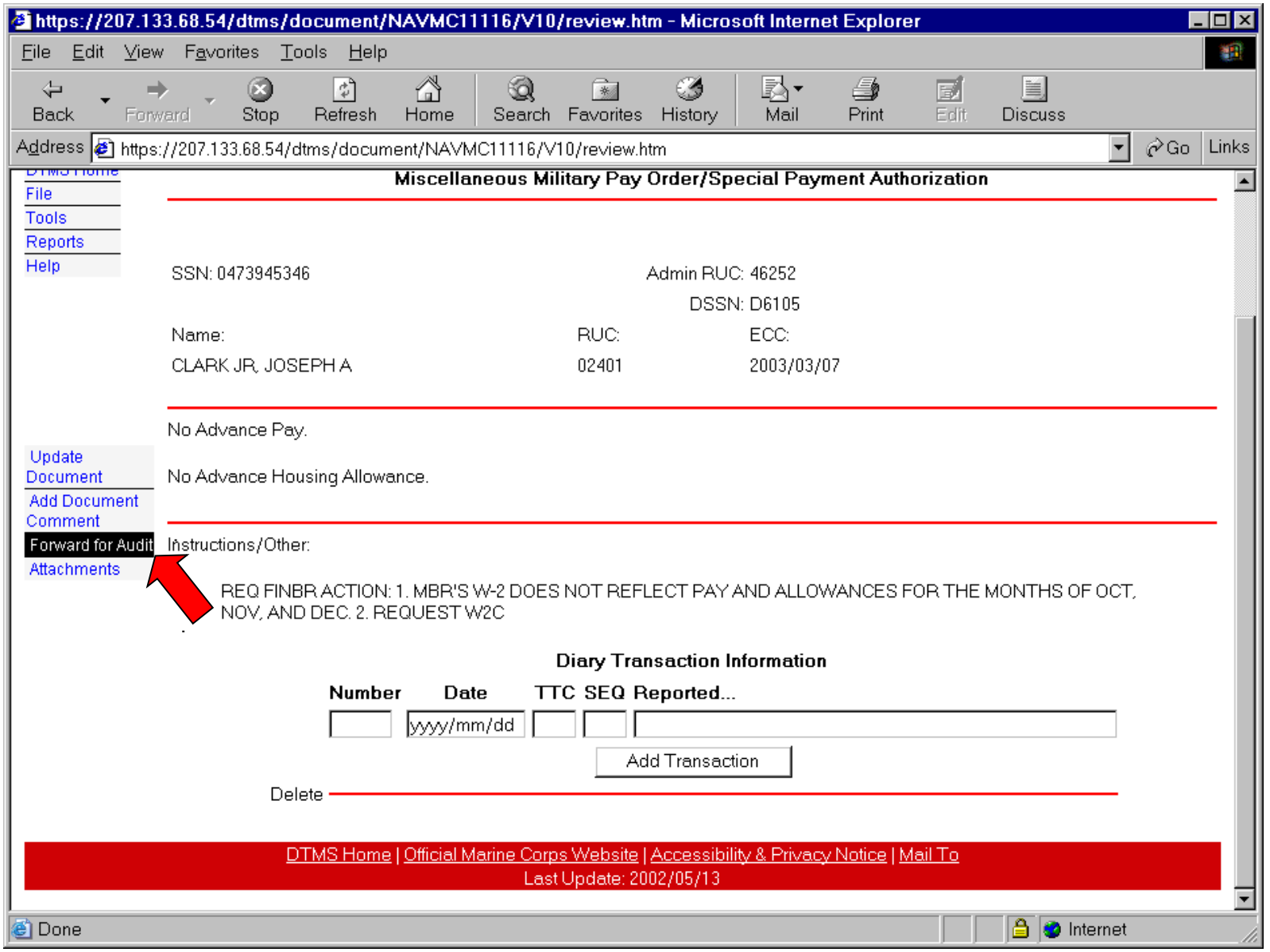
Read the document and take the requested action. If there are scann support the requested transaction, a number will appear next to "Atta case, click on "Attachments" to view the documents. Once completed, transactions to the document or make comments. In this case, the ap to compute and issue a corrected W2C.



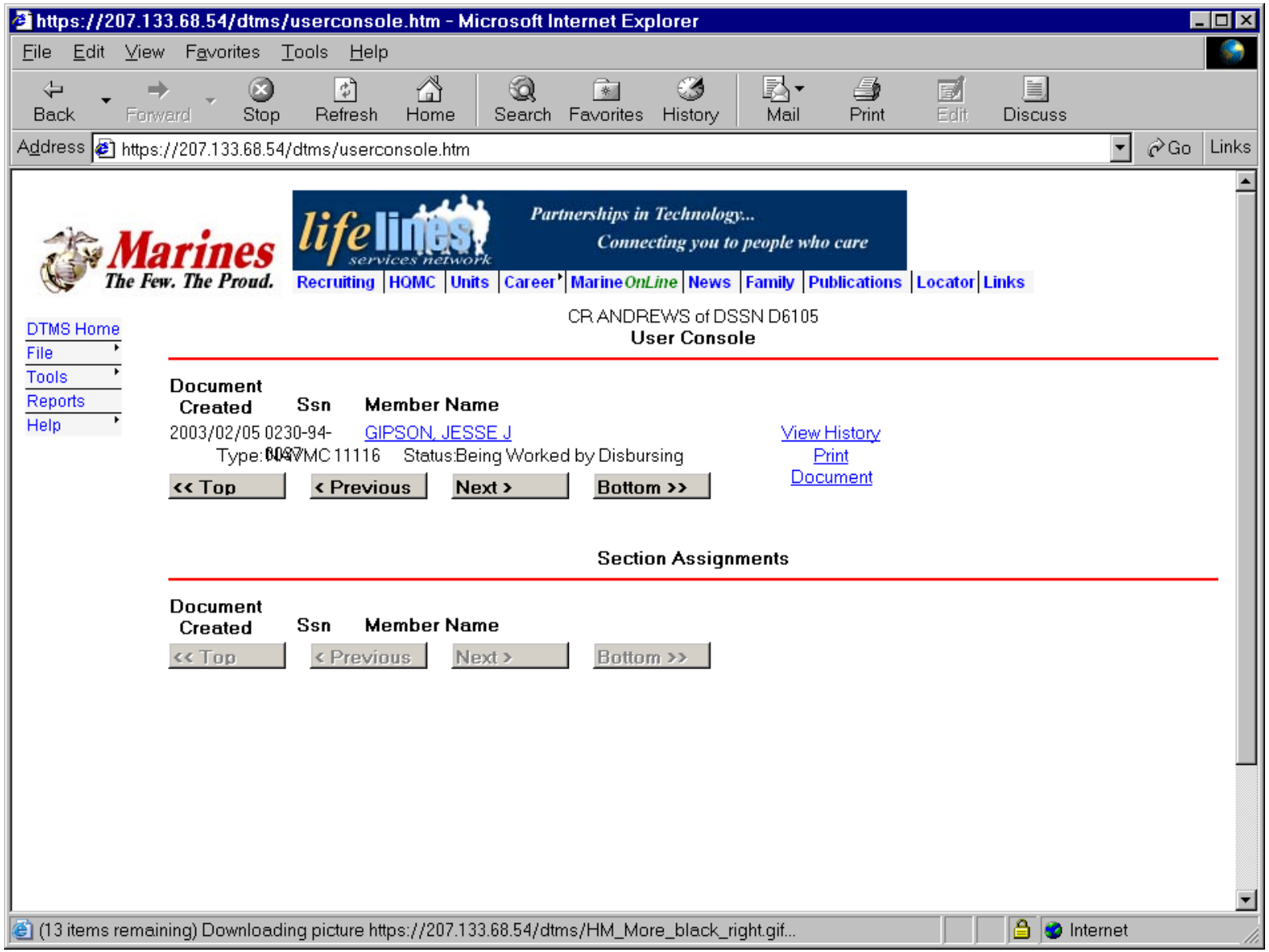
Since you only need to add comments to the document in this case, cli
Comment" and the following dialogue box will appear:



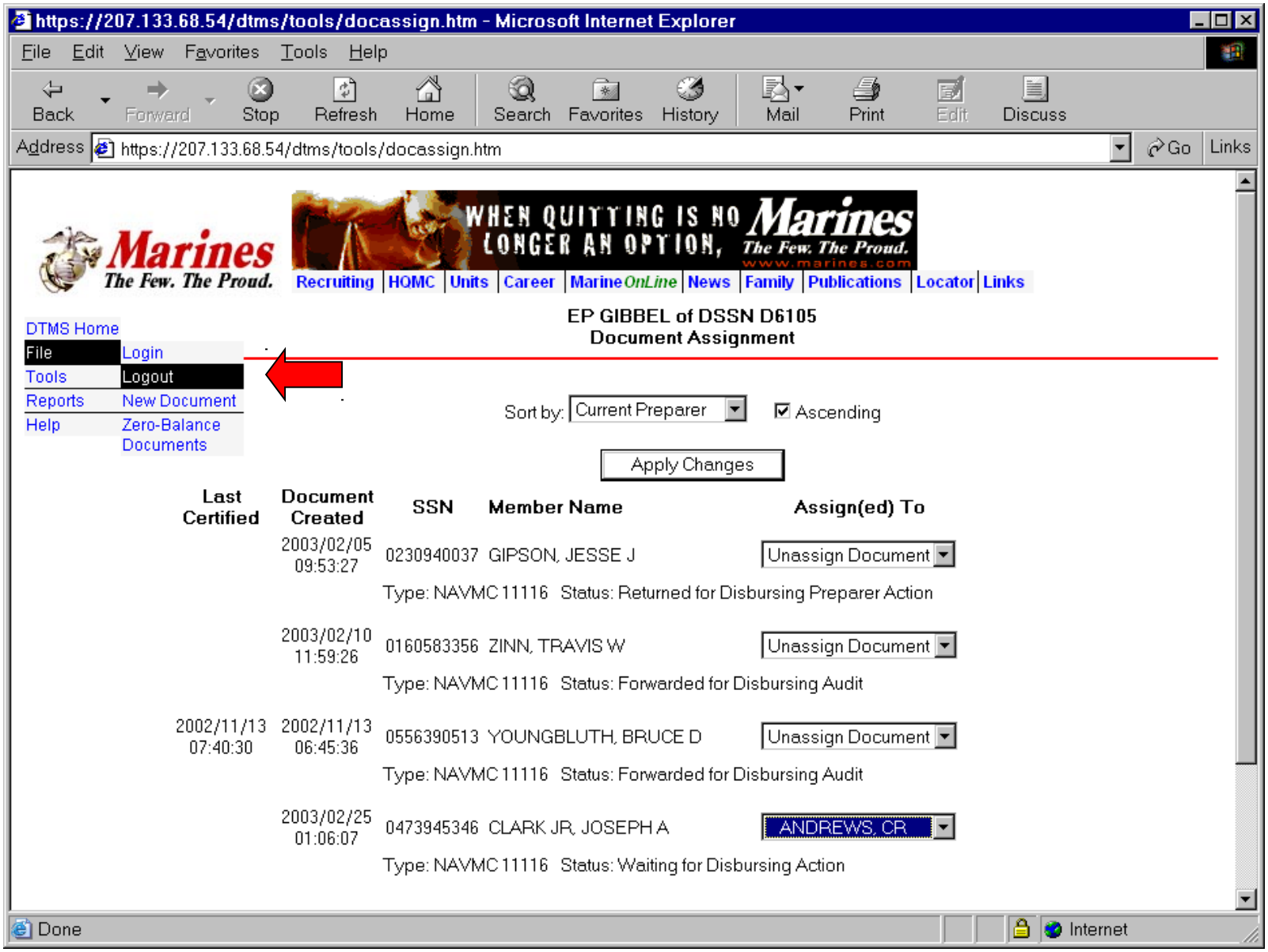
Make the appropriate comments and click on the “OK” butt



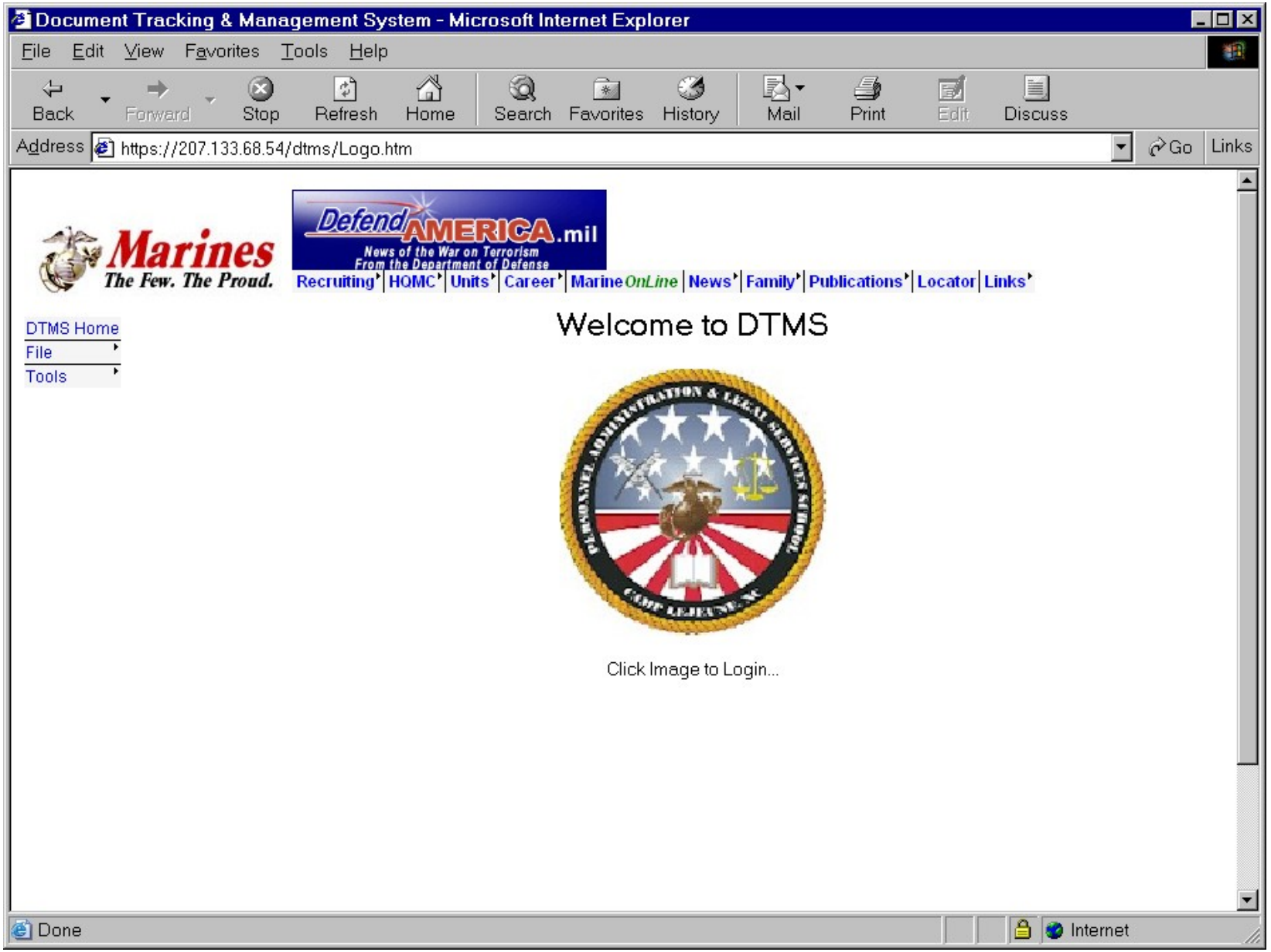
The comment is now attached to the document. Forward the W2C in t auditor. Click on "Forward for Audit" in order to pass the DTMS docu for review.



At this point, the document no longer shows as assigned to a clerk and the transaction is complete.


https://207.133.68.54/dtms/tools/docassign.htm - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/tools/docassign.htm
Go Links
Marines The Few. The Proud.
WHEN QUITTING IS NO LONGER AN OPTION, Marines The Few. The Proud. www.marines.com
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
DTMS Home
File Login
Tools Logout
Reports New Document
Help Zero-Balance Documents
EP GIBBEL of DSSN D6105
Document Assignment
Sort by: Current Preparer
Ascending
Apply Changes
Last Certified
Document Created
SSN
Member Name
Assign(ed) To
2003/02/05 09:53:27
0230940037 GIPSON, JESSE J
Unassign Document
Type: NAVMC 11116 Status: Returned for Disbursing Preparer Action
2003/02/10 11:59:26
0160583356 ZINN, TRAVIS W
Unassign Document
Type: NAVMC 11116 Status: Forwarded for Disbursing Audit
2002/11/13 07:40:30
2002/11/13 06:45:36
0556390513 YOUNGBLUTH, BRUCE D
Unassign Document
Type: NAVMC 11116 Status: Forwarded for Disbursing Audit
2003/02/25 01:06:07
0473945346 CLARK JR, JOSEPH A
ANDREWS, CR
Type: NAVMC 11116 Status: Waiting for Disbursing Action
Done
Internet

Hover the mouse pointer over “Tools” and then click on “Logout”. Th will appear:


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/Logo.htm
Go Links
Marines
The Few. The Proud.
DefendAMERICA.mil
News of the War on Terrorism
From the Department of Defense
Recruiting | HQMC | Units | Career | Marine OnLine | News | Family | Publications | Locator | Links
DTMS Home
File
Tools
Welcome to DTMS
Click Image to Login...
Done
Internet

You are now logged off of the DTMS system.

Document Tracking Management System (DTMS)

Reviewer Steps to Process Documents

(Disbursing / Finance)

DTMS Document Assignment

DTMS documents completed by clerks are forwarded to the Disbu Auditor.

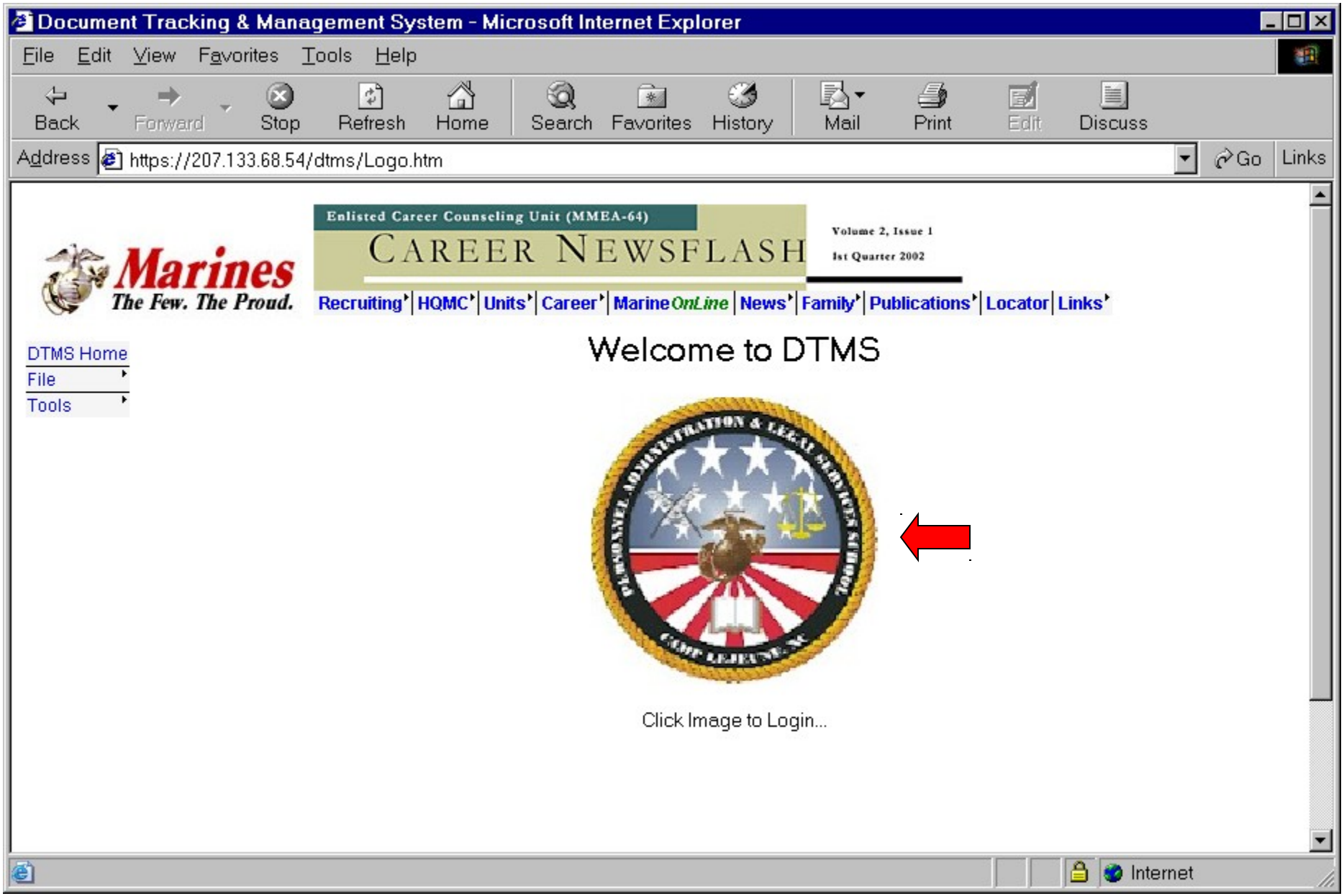
The Disbursing/Finance Auditor must then audit the document th

The following steps will walk you through the process screen by sc

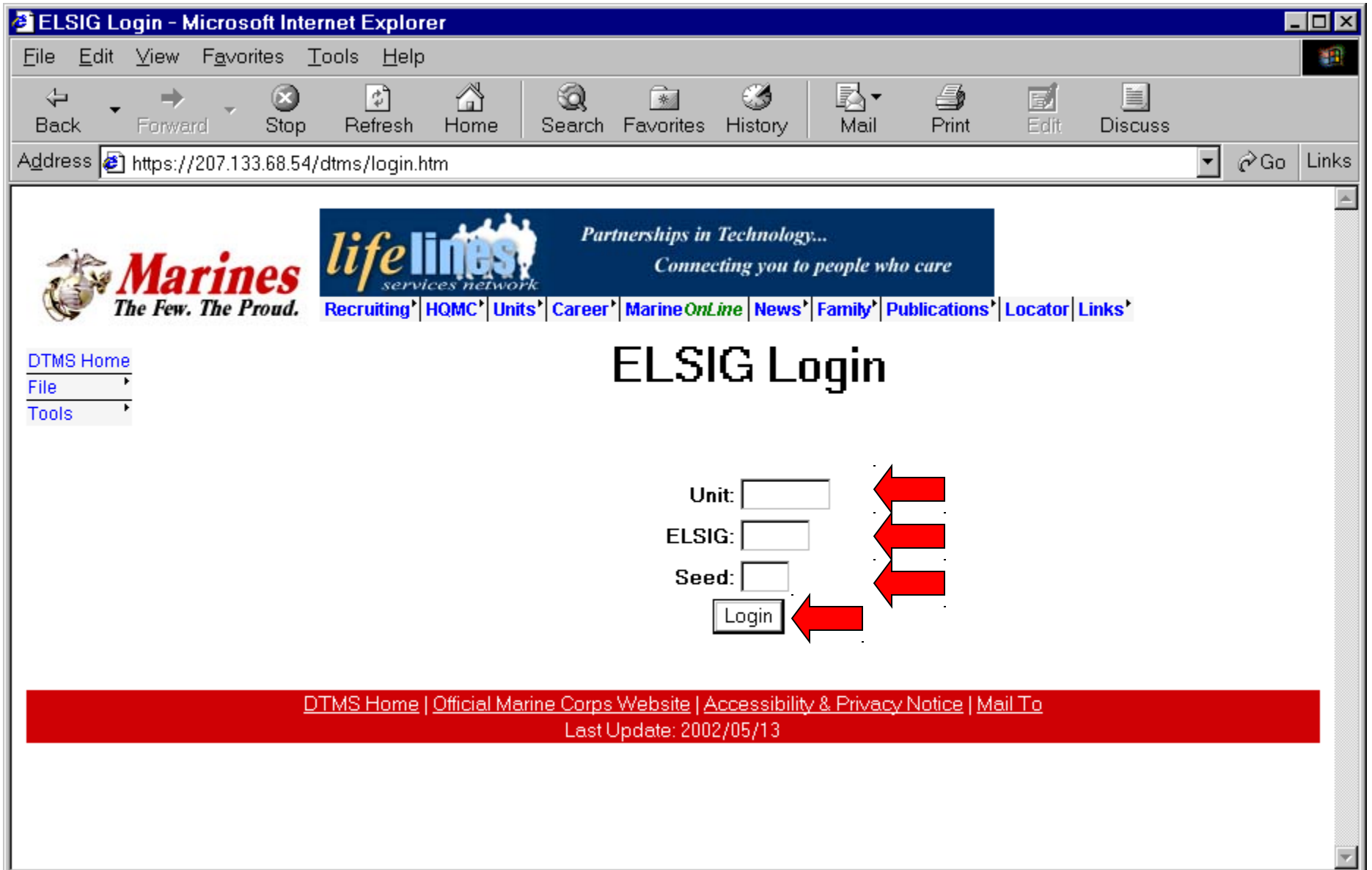
1. Login into the Marine Corps Enterprise Network (MCEN) using you Password.

2. Once in the system, click on the Internet Explorer icon to access t

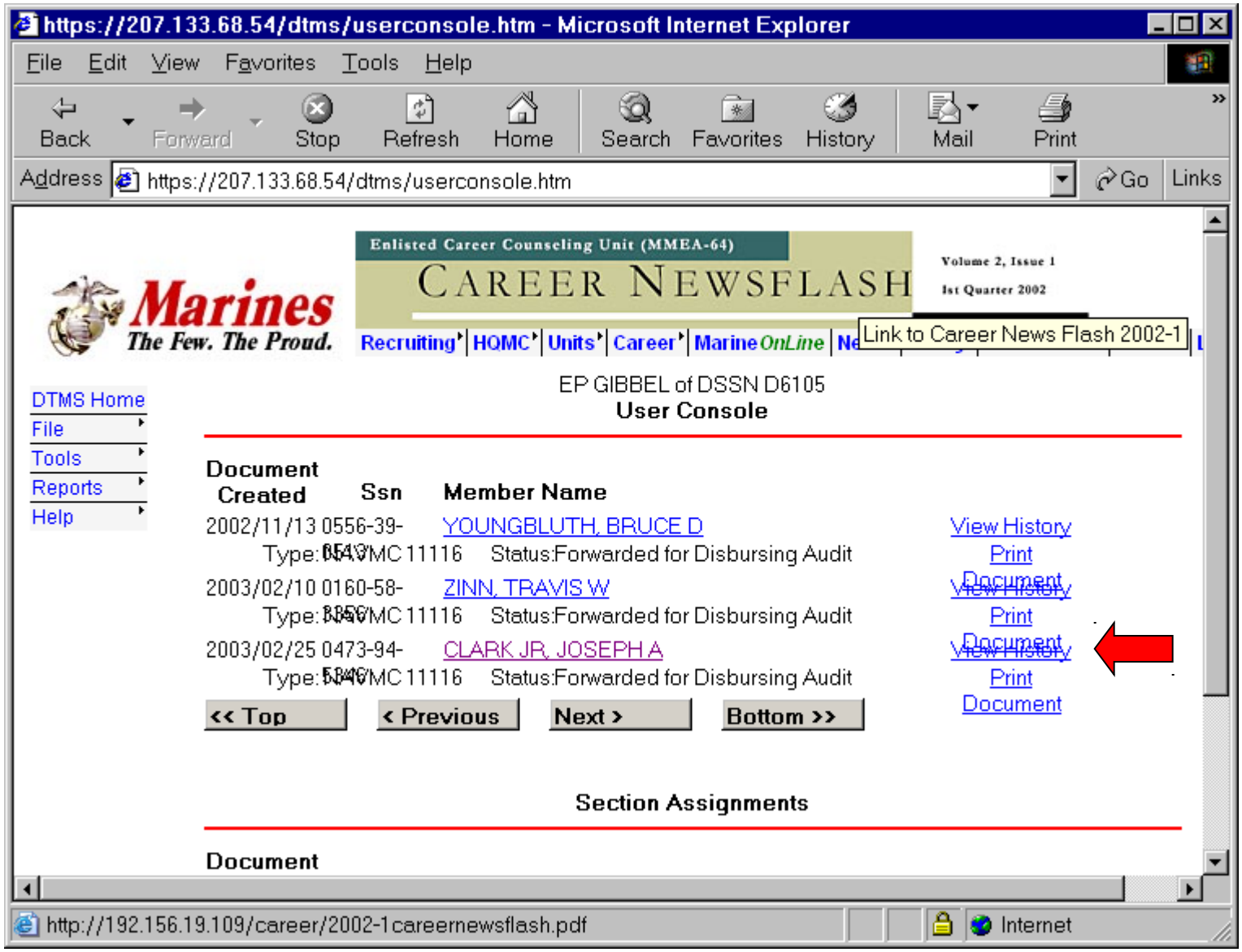
3. Follow the screens that follow to access DTMS and audit documen


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/Logo.htm
Go Links
Marines
The Few. The Proud.
Enlisted Career Counseling Unit (MMEA-64)
CAREER NEWSFLASH
Volume 2, Issue 1
1st Quarter 2002
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
DTMS Home
File
Tools
Welcome to DTMS
Click Image to Login...
Internet

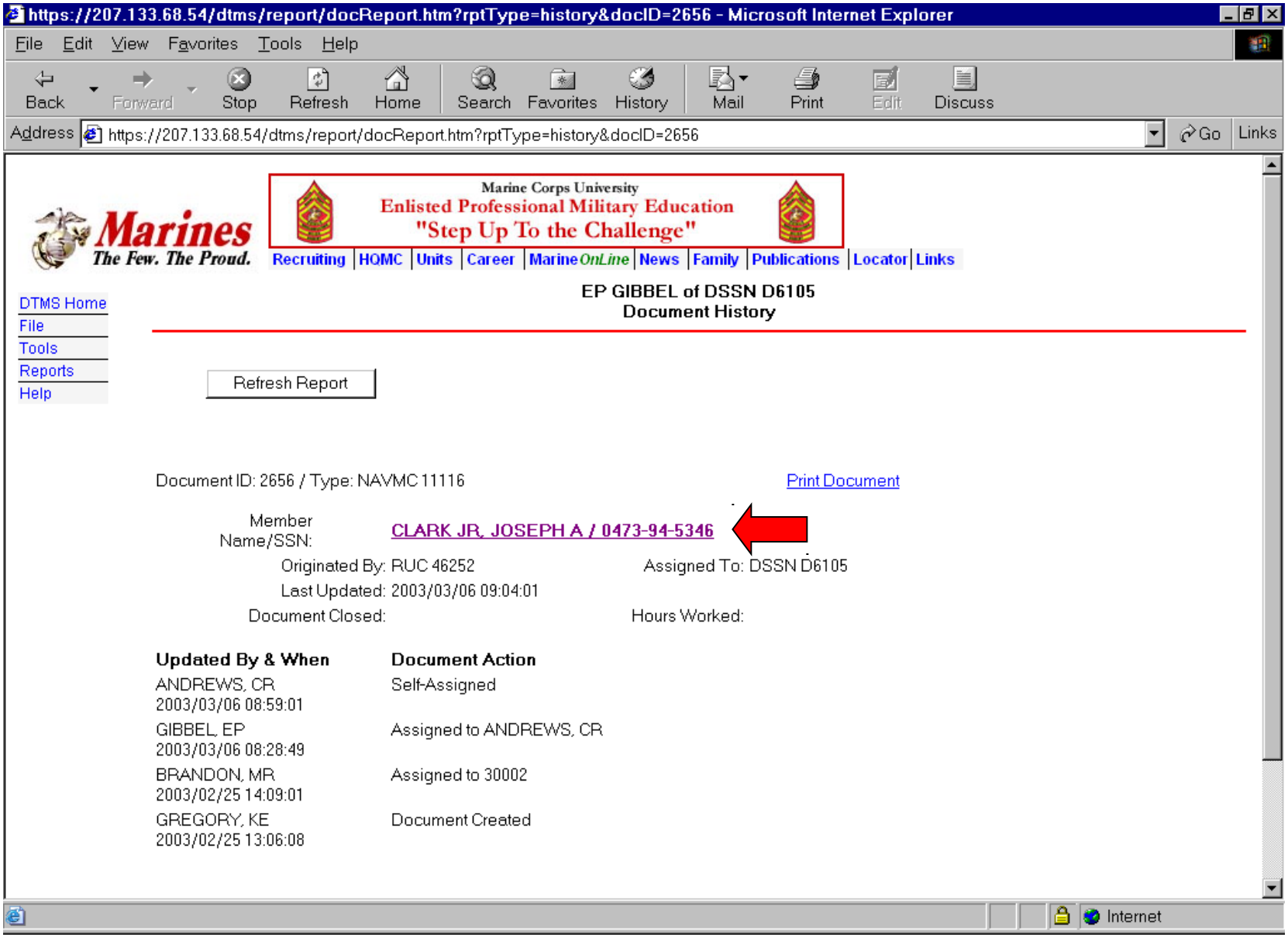
Type in or click on the following URL: https://207.133.68.130/dtms
The above screen will appear. Click on the DTMS logo to get to the



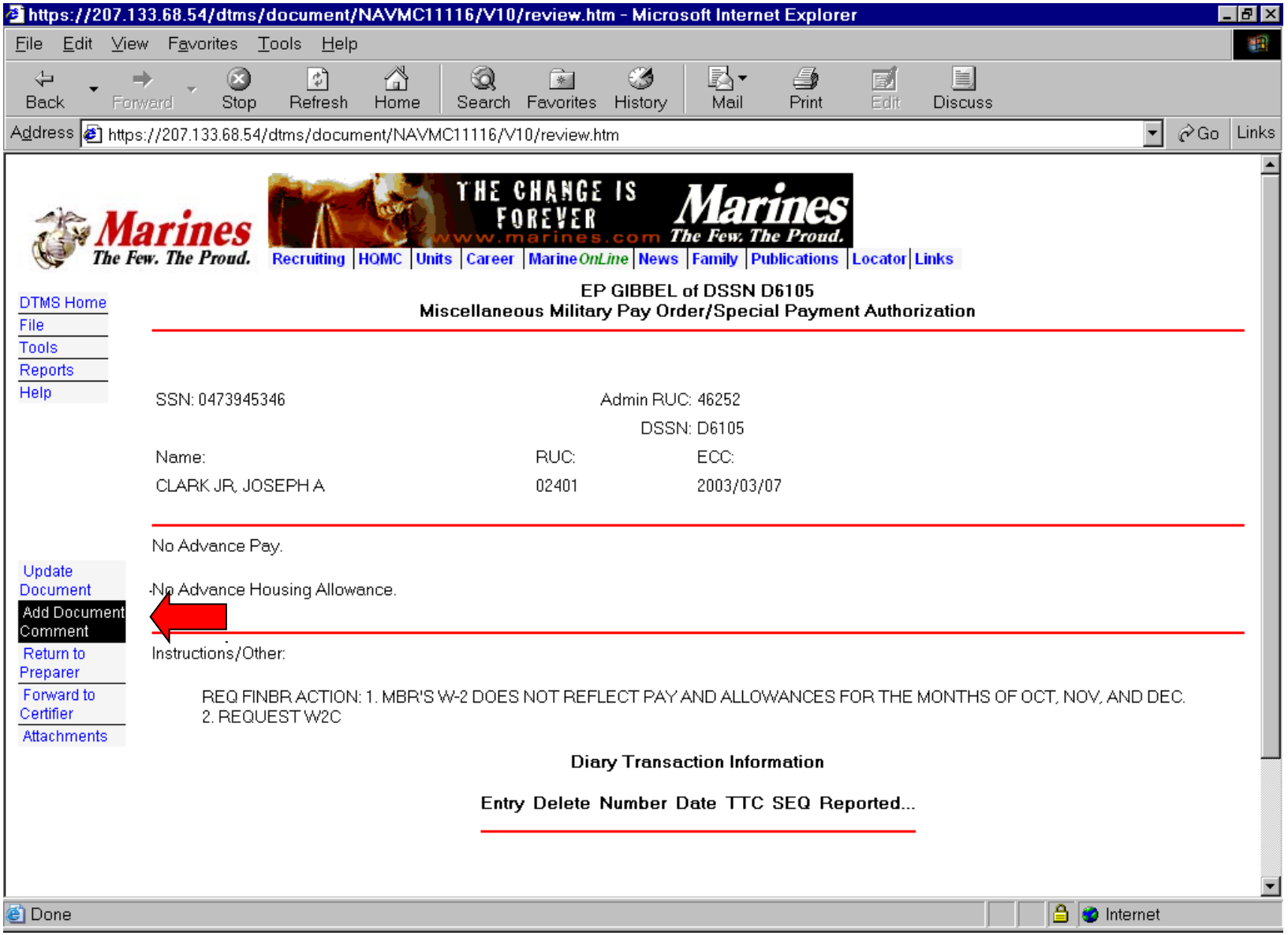
Enter the unit designator which consists of a “D” preceding your p
i.e. – “D6105”. Enter your ELSIG and SEED and click the “Login”



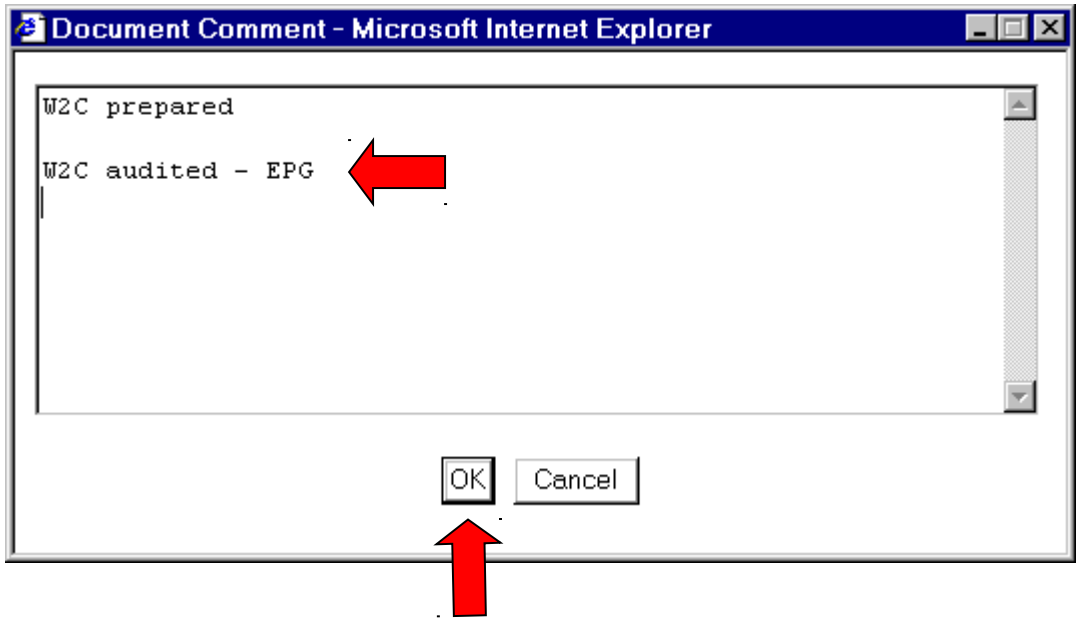
The document on "CLARK" is now awaiting audit. The auditor shoul
History" to see the document flow thus far.



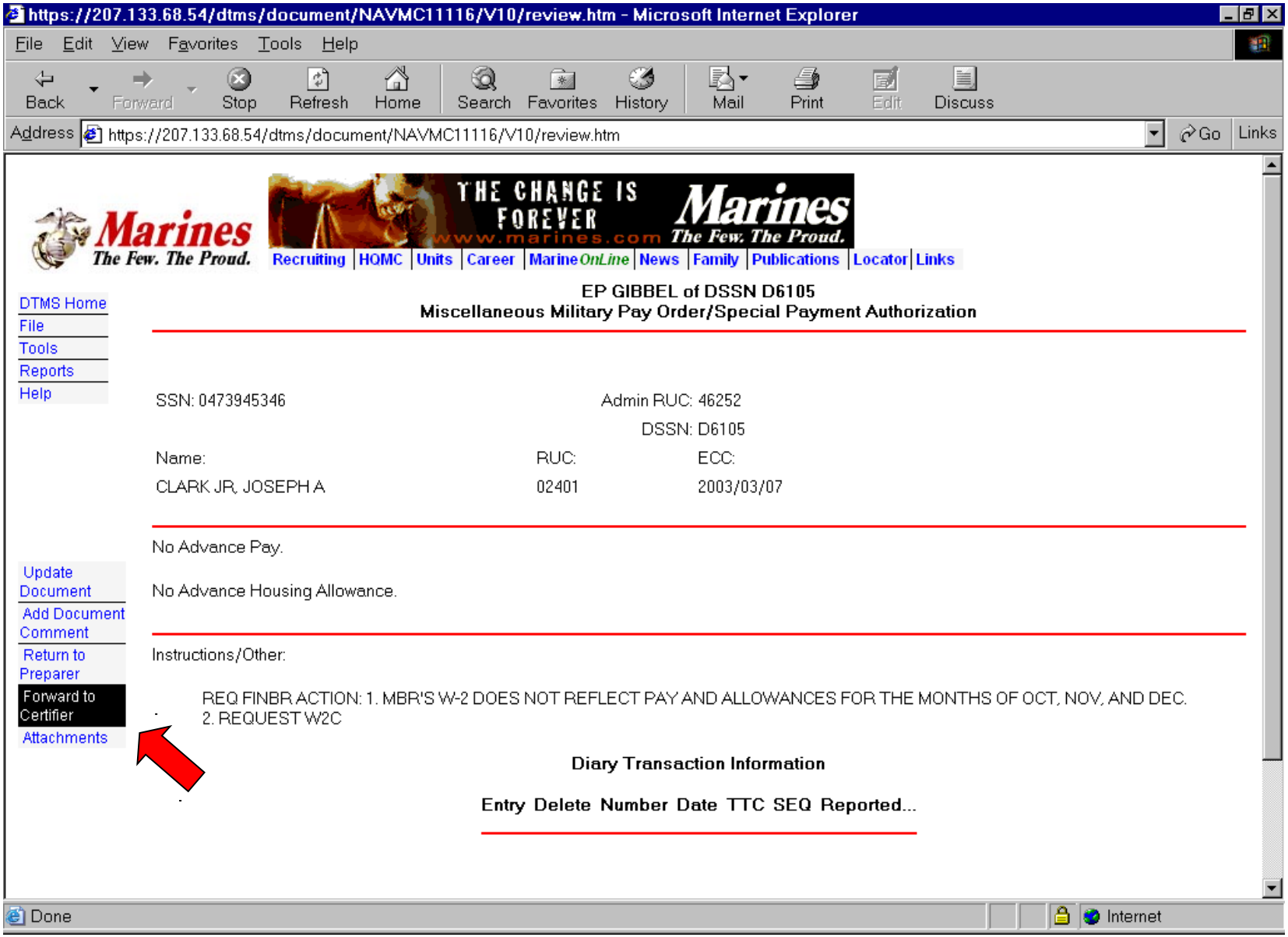
The auditor can now see the steps the document has been through t
"CLARK.." to bring up the actual document.



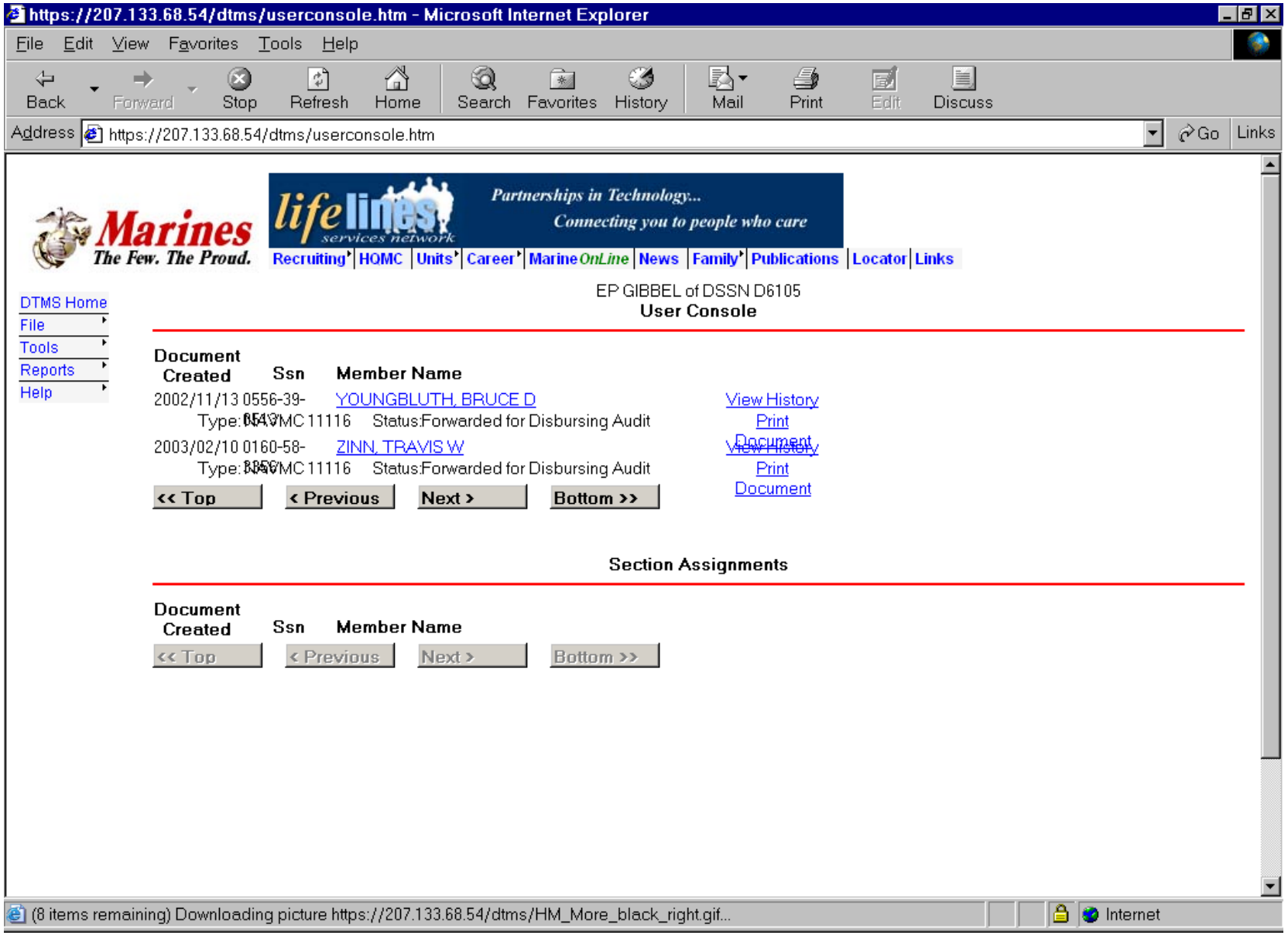
The auditor can now review the document to determine the appropriat
Click on "Add Document Comment" in order to see what the clerk's co
What action was taken. If a diary entry was requested by the clerk, it
Document under the Diary Transaction Information.



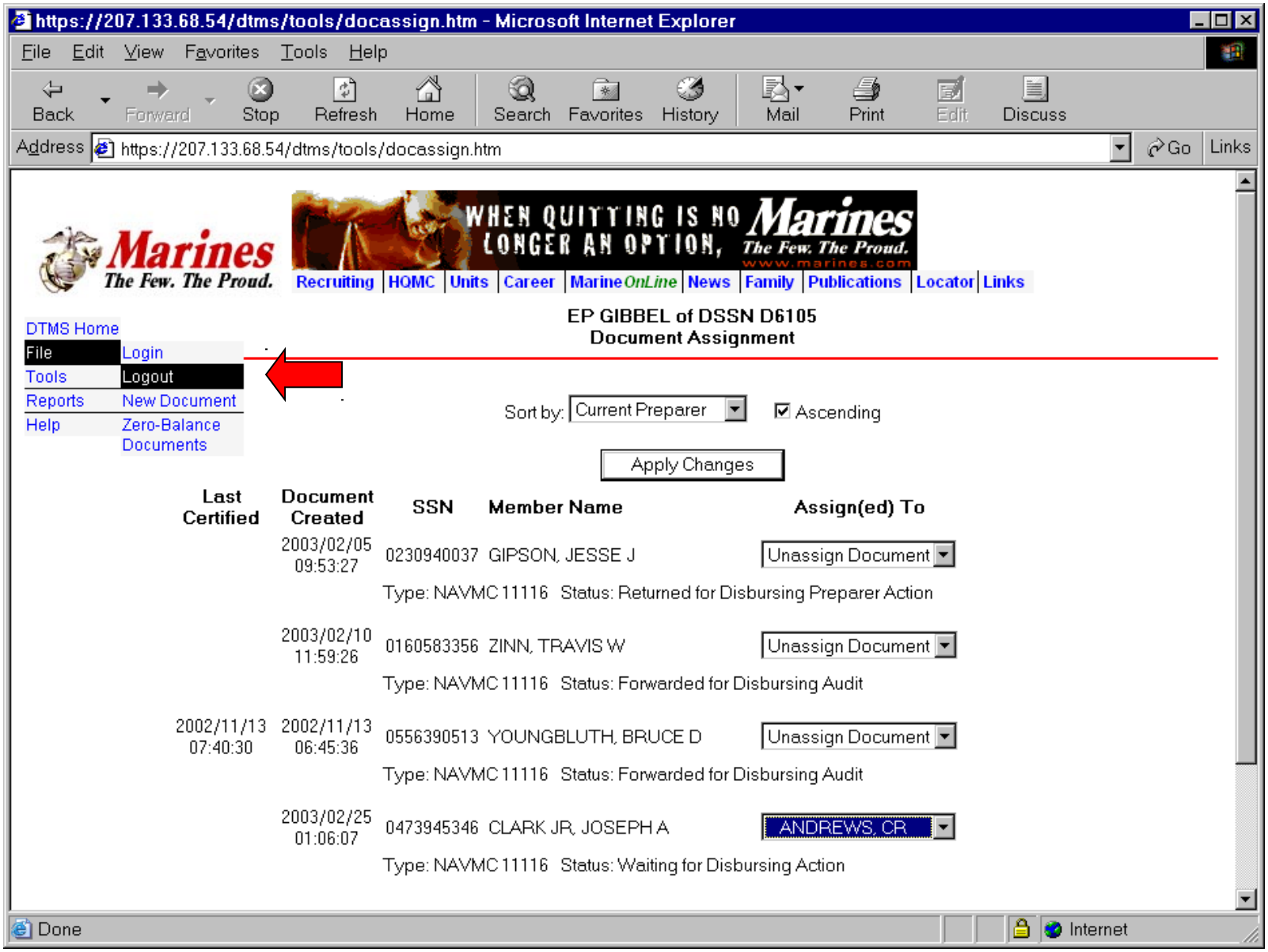
The clerk's comments reflect that a W2C was issued in this case. The the W2C for accuracy and make appropriate comments. If the transac correct, the document can be passed to the certifier for certification. the transaction, the document can be passed back to the clerk to be c process is started over. The auditor places comments on the documen auditor's initials.



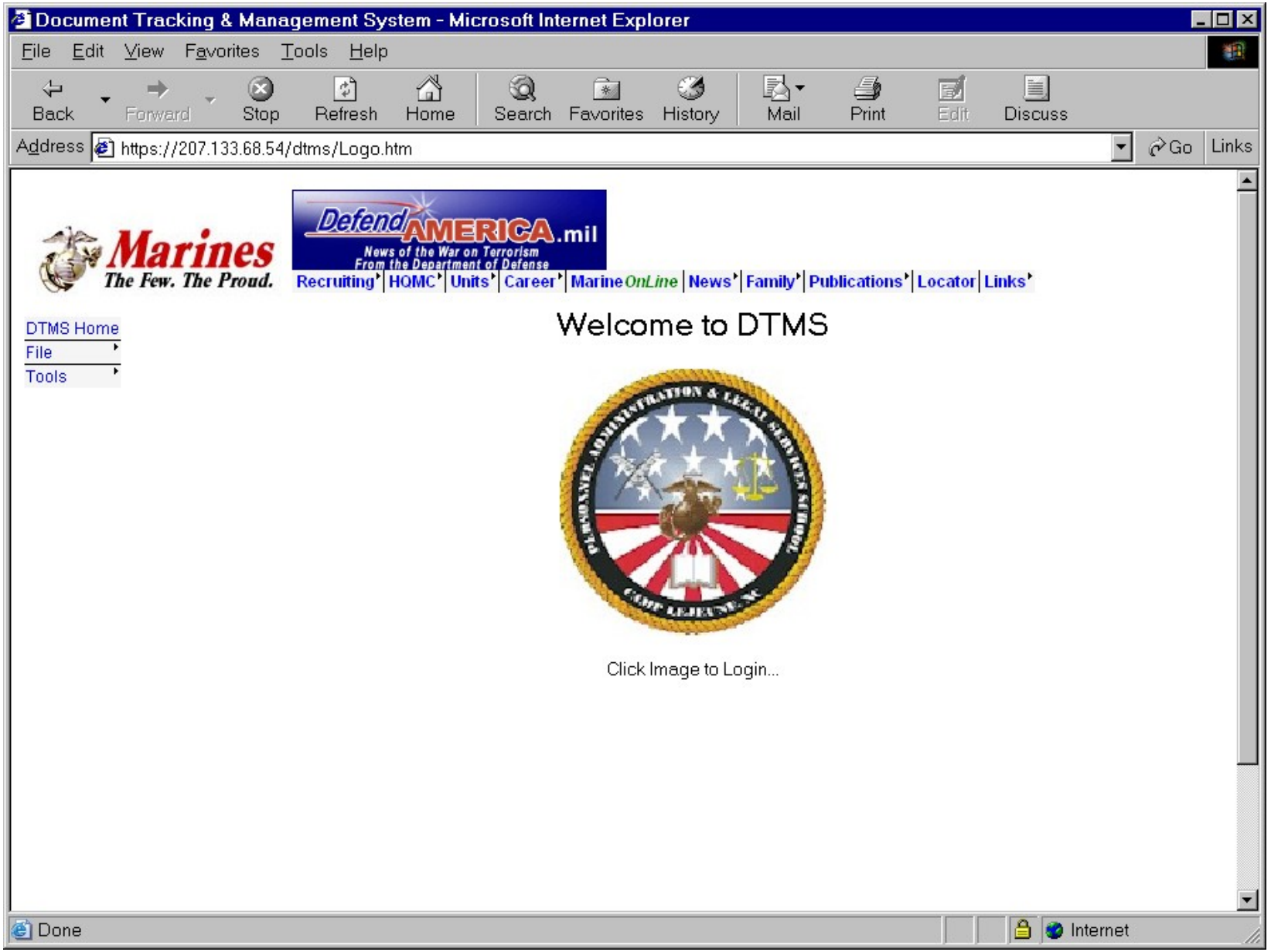
The document was audited and can now be passed on to the certifier. to Certifier" and the following screen will appear:



The document has been passed to the certifier and no longer appear pending documents.


https://207.133.68.54/dtms/tools/docassign.htm - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/tools/docassign.htm
Go Links
Marines The Few. The Proud.
WHEN QUITTING IS NO LONGER AN OPTION, Marines The Few. The Proud. www.marines.com
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
DTMS Home
File Login
Tools Logout
Reports New Document
Help Zero-Balance Documents
EP GIBBEL of DSSN D6105
Document Assignment
Sort by: Current Preparer
Ascending
Apply Changes
Last Certified
Document Created
SSN
Member Name
Assign(ed) To
2003/02/05 09:53:27
0230940037 GIPSON, JESSE J
Unassign Document
Type: NAVMC 11116 Status: Returned for Disbursing Preparer Action
2003/02/10 11:59:26
0160583356 ZINN, TRAVIS W
Unassign Document
Type: NAVMC 11116 Status: Forwarded for Disbursing Audit
2002/11/13 07:40:30
2002/11/13 06:45:36
0556390513 YOUNGBLUTH, BRUCE D
Unassign Document
Type: NAVMC 11116 Status: Forwarded for Disbursing Audit
2003/02/25 01:06:07
0473945346 CLARK JR, JOSEPH A
ANDREWS, CR
Type: NAVMC 11116 Status: Waiting for Disbursing Action
Done
Internet

Hover the mouse pointer over “Tools” and then click on “Logout”. Th will appear:


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/Logo.htm
Go Links
Marines
The Few. The Proud.
DefendAMERICA.mil
News of the War on Terrorism
From the Department of Defense
Recruiting | HQMC | Units | Career | Marine OnLine | News | Family | Publications | Locator | Links
DTMS Home
File
Tools
Welcome to DTMS
Click Image to Login...
Done
Internet

You are now logged off of the DTMS system.

Document Tracking Management System (DTMS)

Certifier Steps to Processing Documents

(Disbursing / Finance)

DTMS Document Assignment

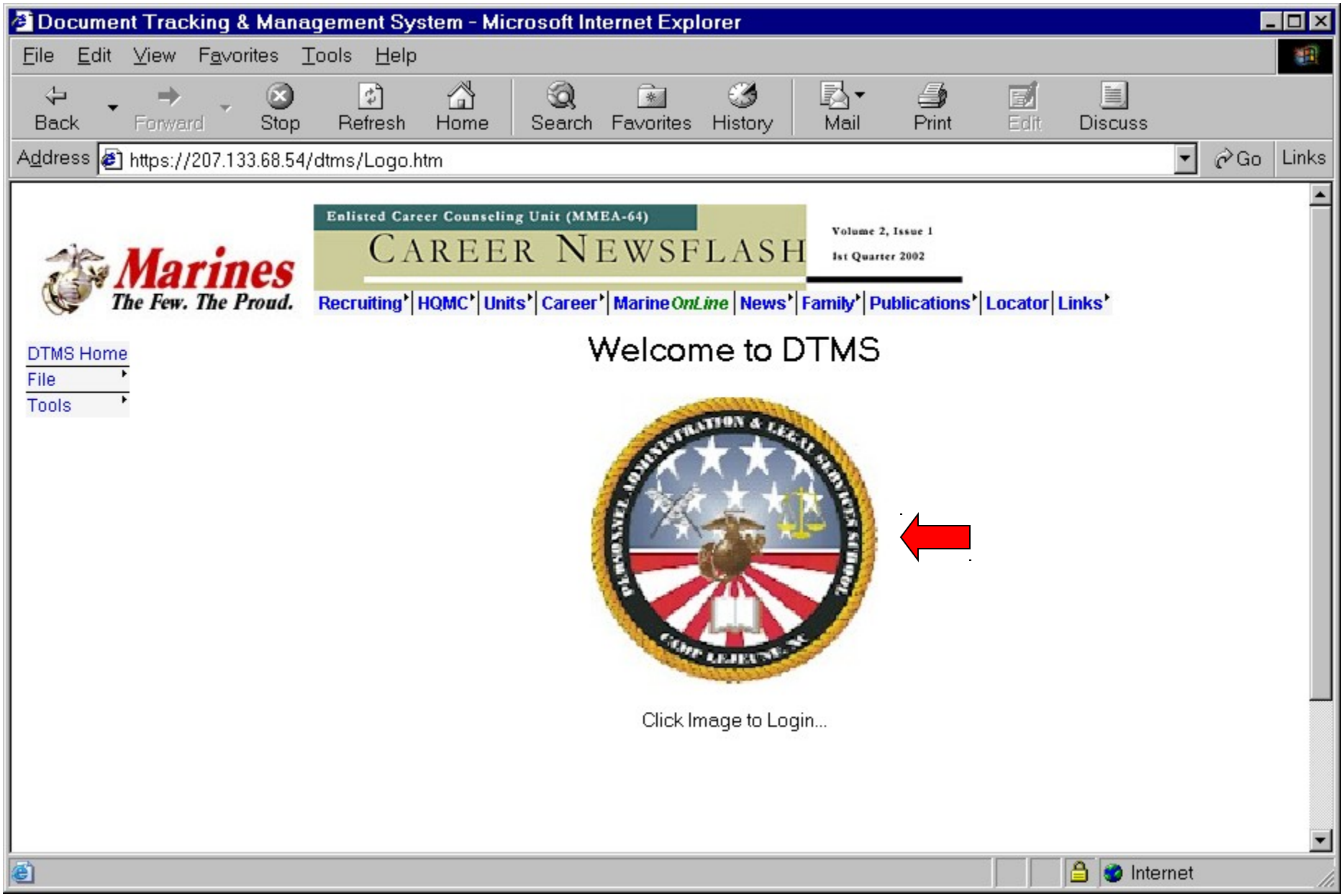
DTMS documents that have been prepared and audited are passed for final approval.

The following steps will walk you through the process screen by sc

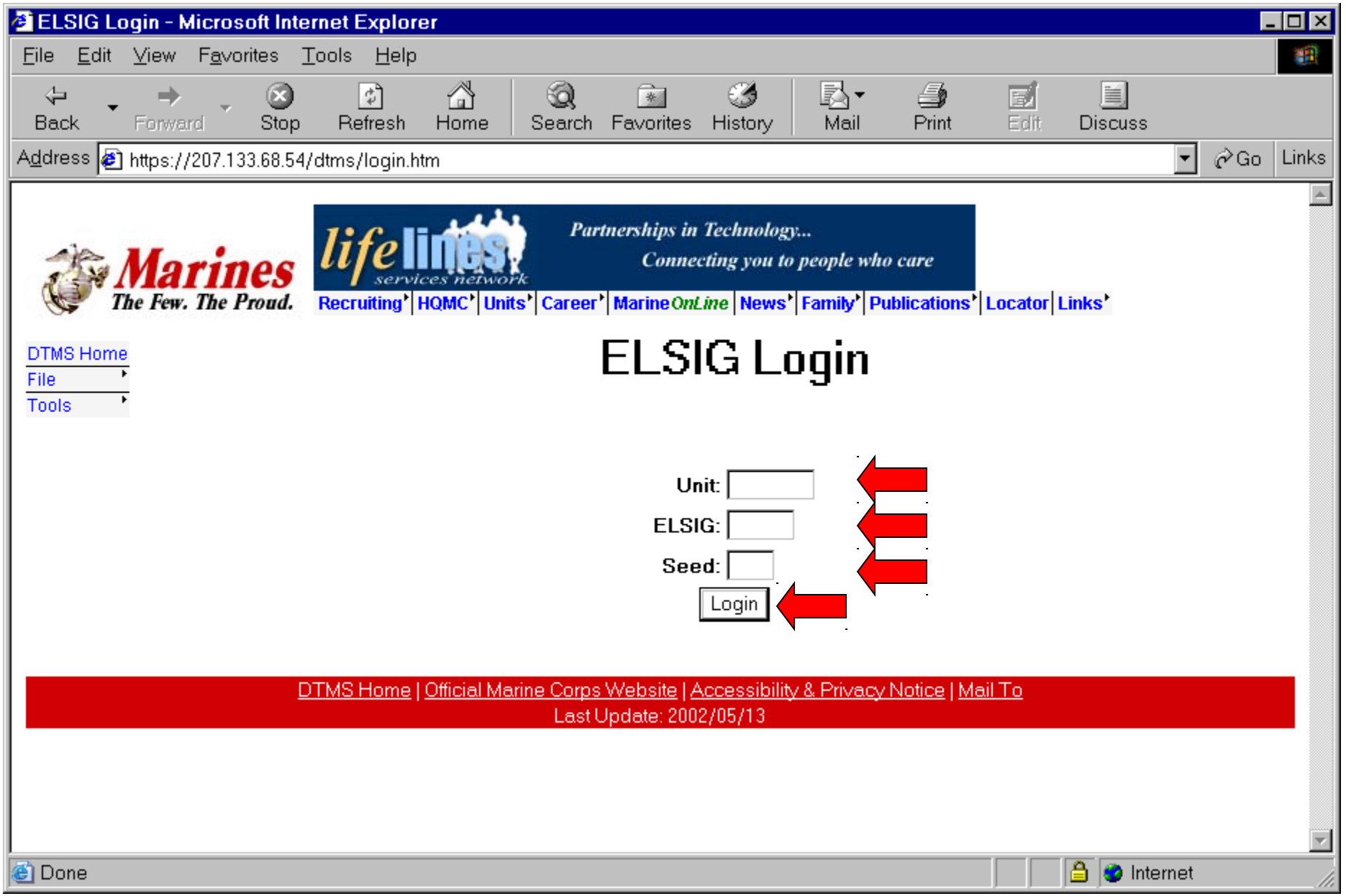
1. Login into the Marine Corps Enterprise Network (MCEN) using you Password.

2. Once in the system, click on the Internet Explorer icon to access t

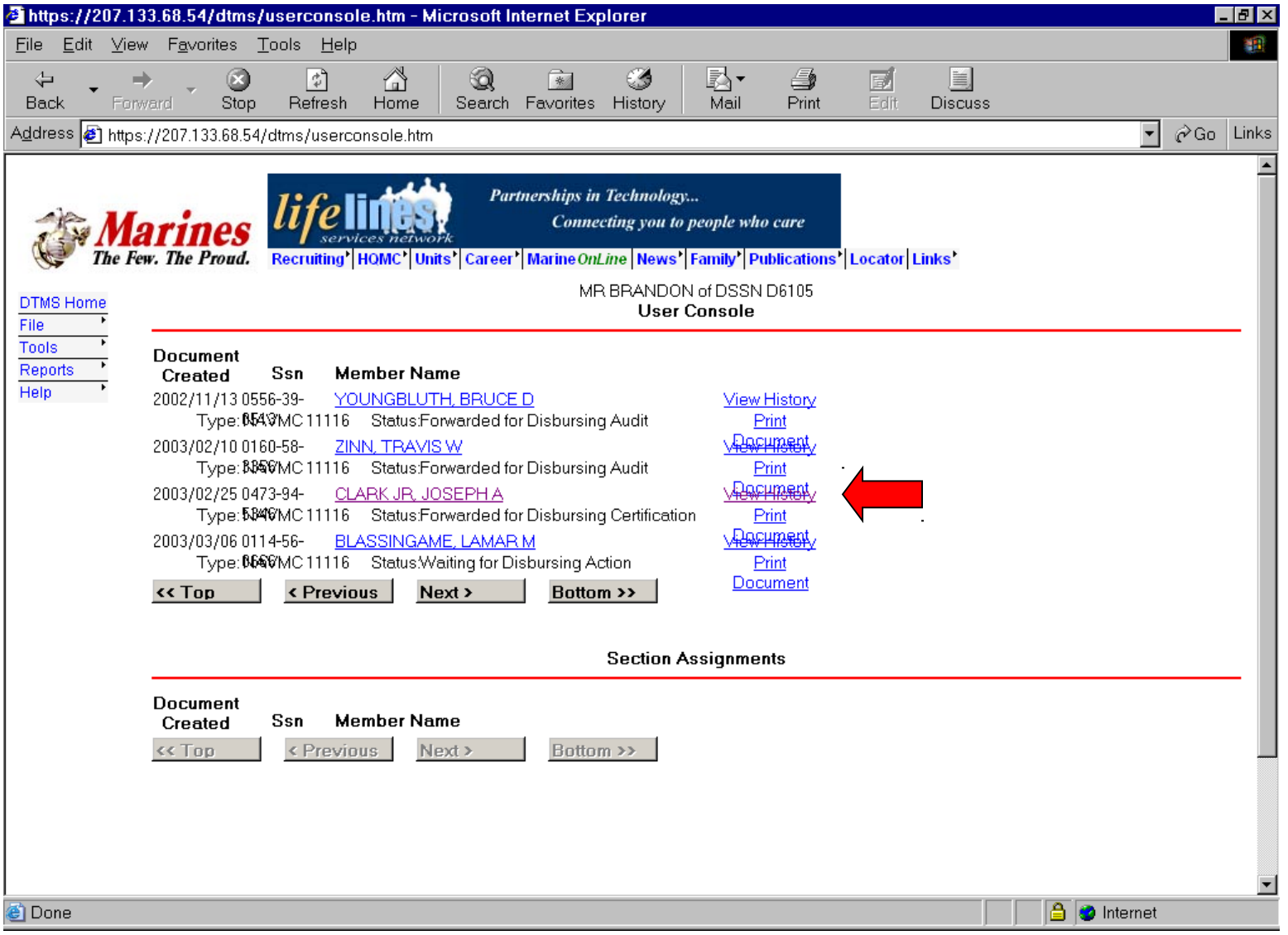
3. Follow the screens that follow to access DTMS and audit documen


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/Logo.htm
Go Links
Marines
The Few. The Proud.
Enlisted Career Counseling Unit (MMEA-64)
CAREER NEWSFLASH
Volume 2, Issue 1
1st Quarter 2002
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
DTMS Home
File
Tools
Welcome to DTMS
Click Image to Login...
Internet

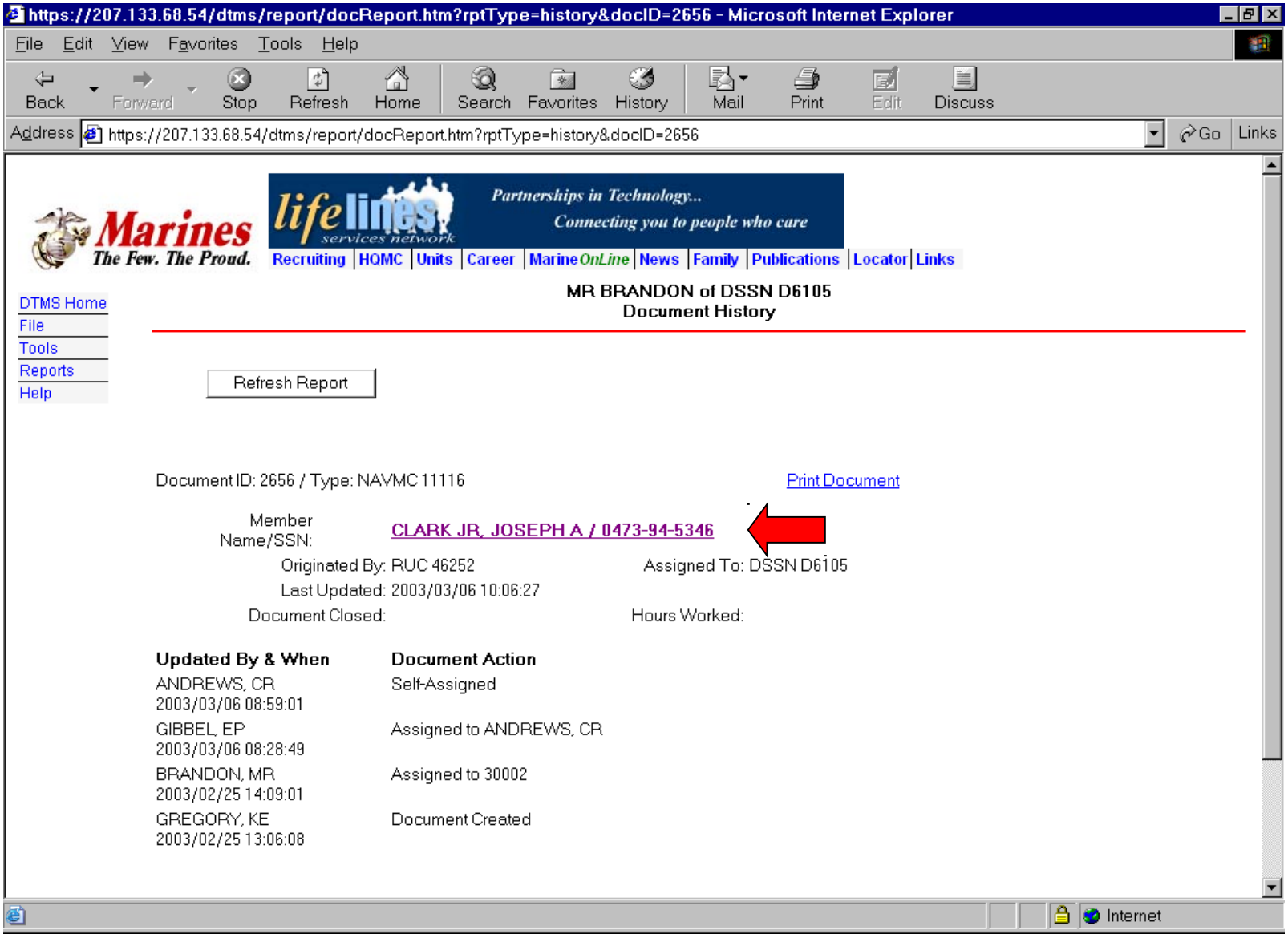
Type in or click on the following URL: https://207.133.68.130/dtms a
The above screen will appear. Click on the DTMS logo to get to the



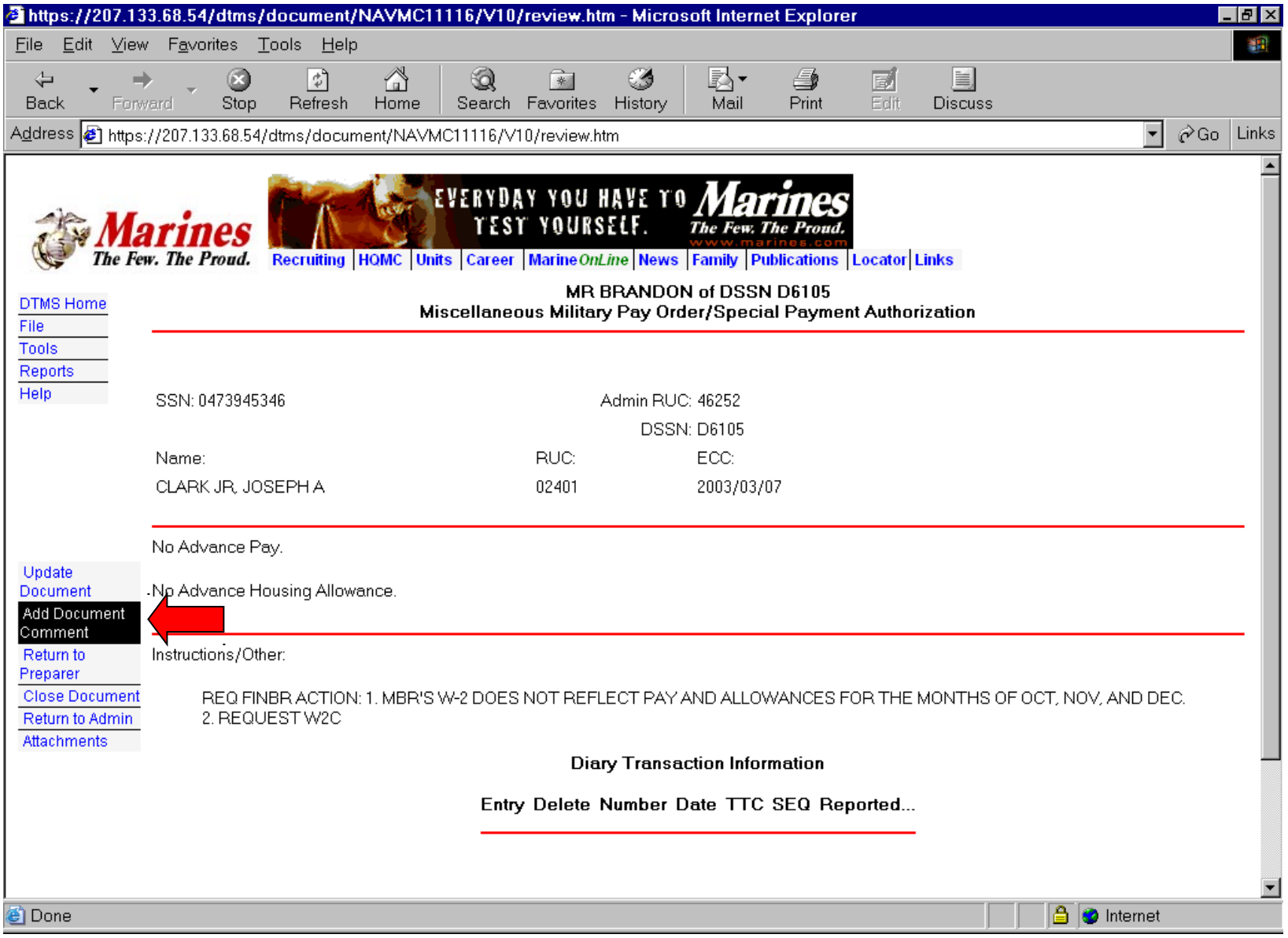
Enter the unit designator which consists of a “D” preceding your p
i.e. – “D6105”. Enter your ELSIG and SEED and click the “Login”



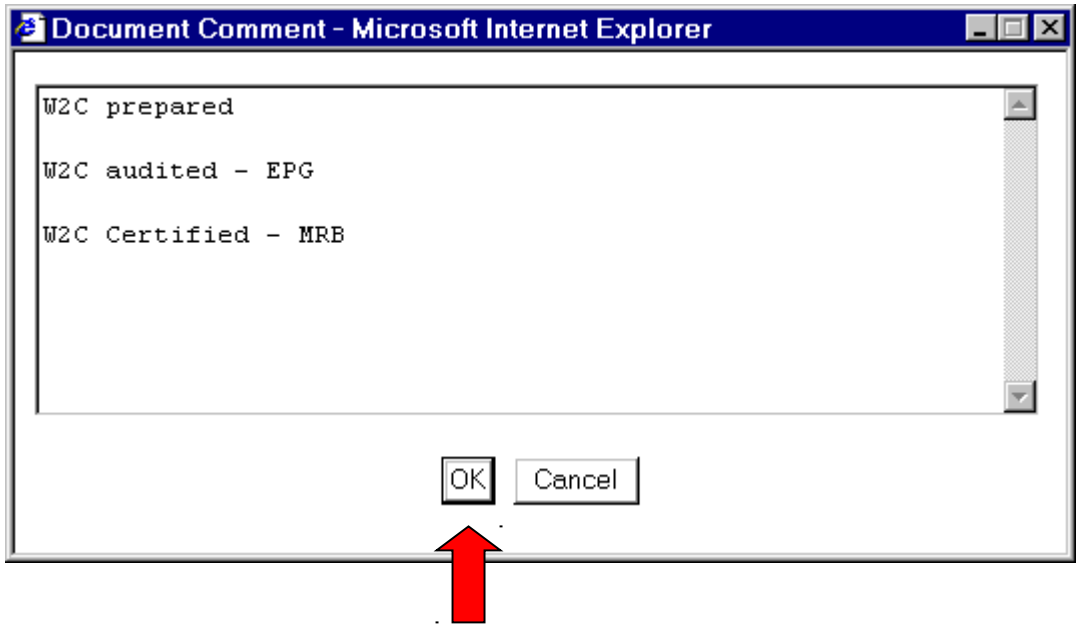
Locate the document that you wish to work on. Click on "View Histo the document's flow thus far in the process.



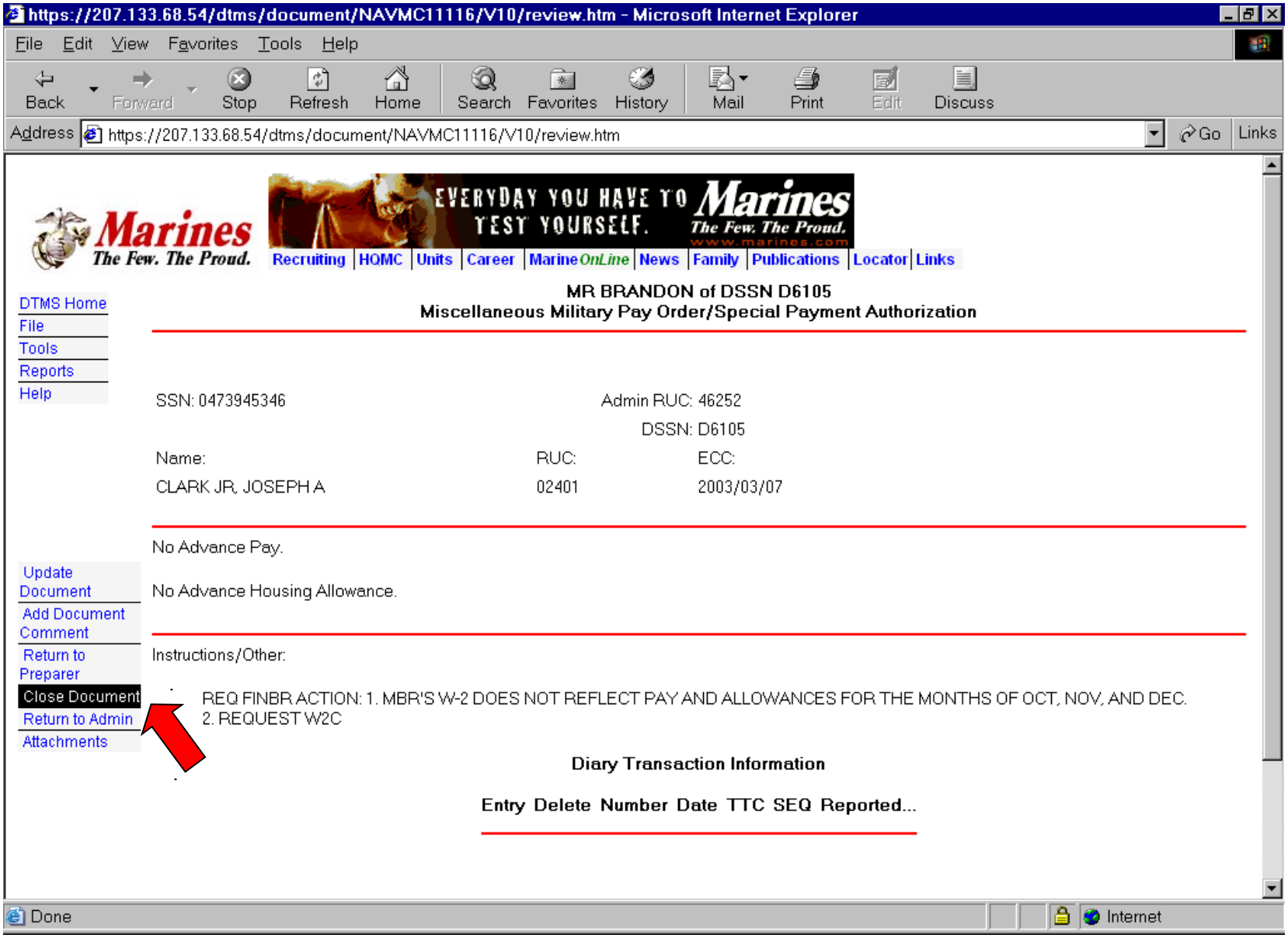
Click on “CLARK…” to open the document.



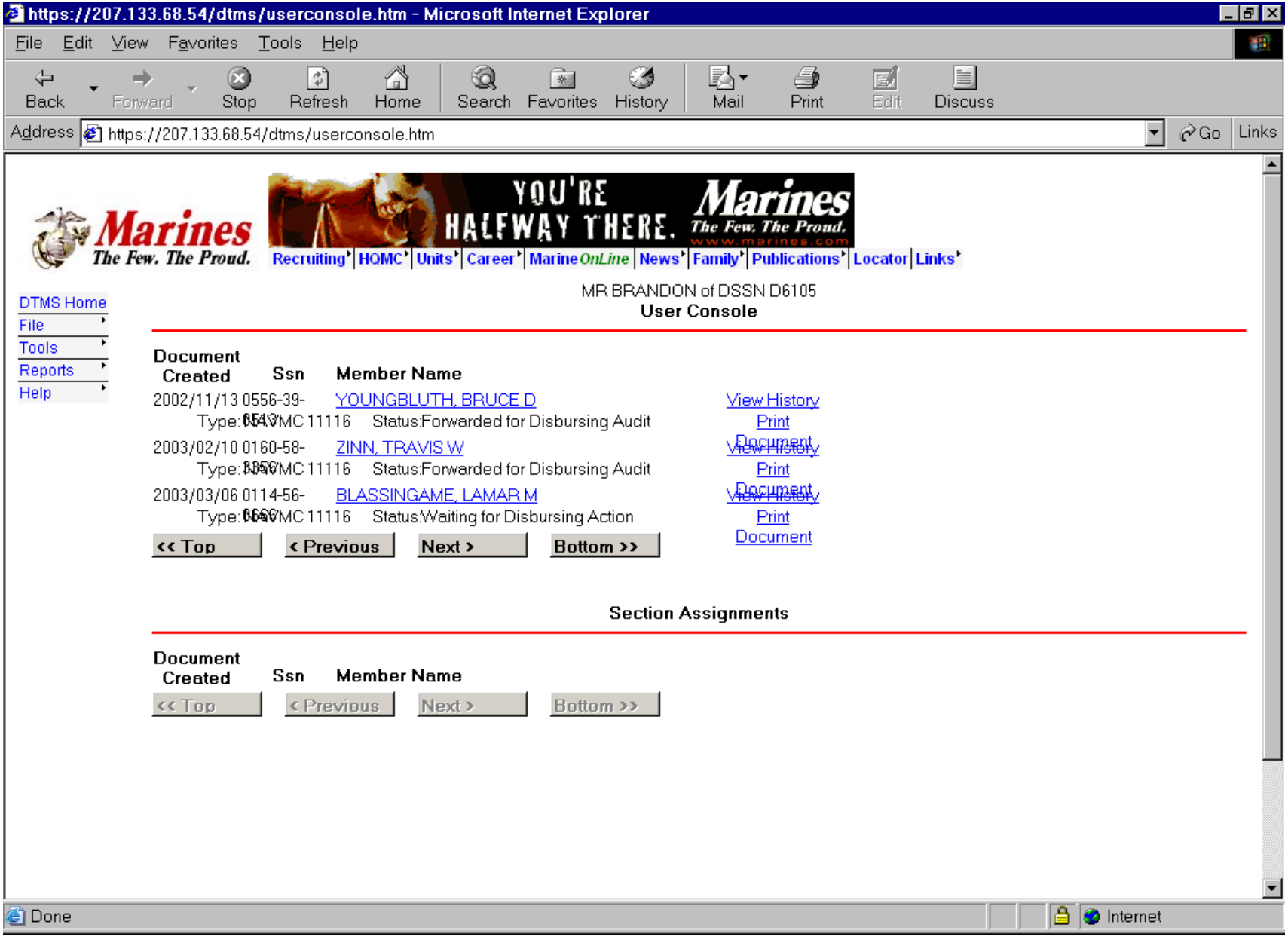
Click on “Add Document Comment” in order to see all previous com to add any comments that you have on the document.



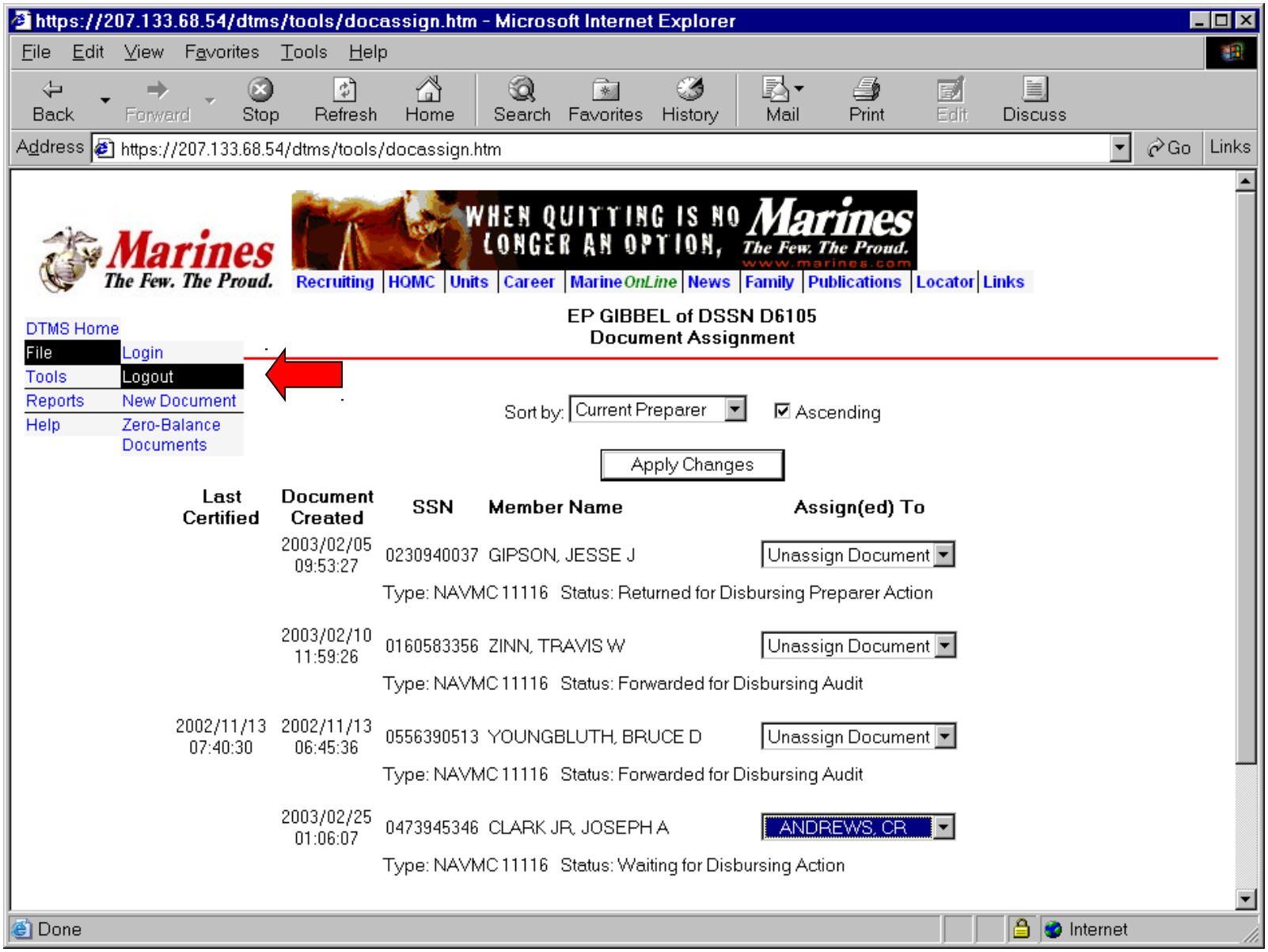
Insert any comments followed by your initials and click the “OK



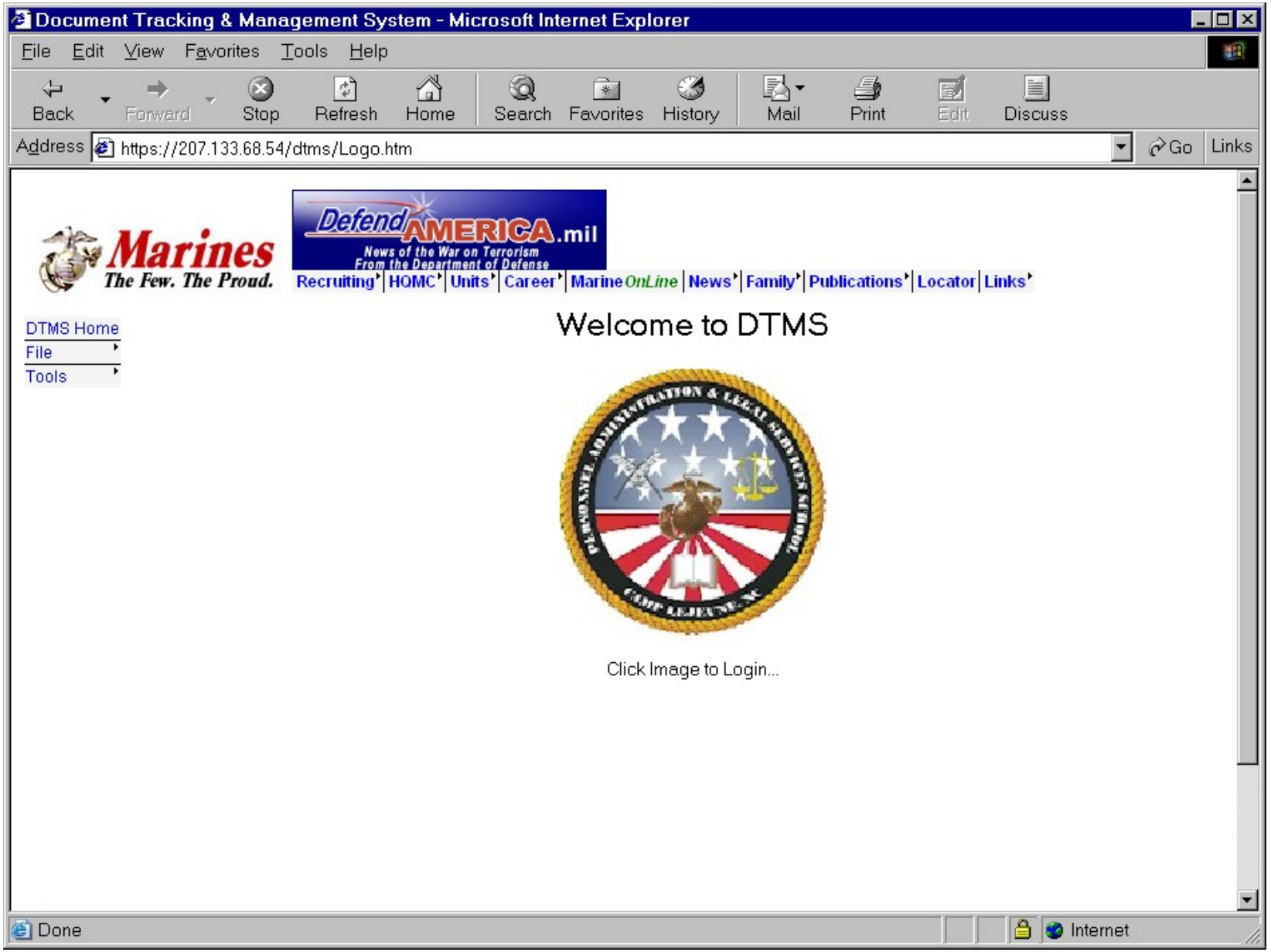
Click on “Close Document” to certify the document and complete t



The document is now closed an no longer appears on the certifi


https://207.133.68.54/dtms/tools/docassign.htm - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/tools/docassign.htm
Go Links
Marines The Few. The Proud.
WHEN QUITTING IS NO LONGER AN OPTION, Marines The Few. The Proud. www.marines.com
Recruiting | HQMC | Units | Career | MarineOnLine | News | Family | Publications | Locator | Links
DTMS Home
File Login
Tools Logout
Reports New Document
Help Zero-Balance Documents
EP GIBBEL of DSSN D6105
Document Assignment
Sort by: Current Preparer
Ascending
Apply Changes
Last Certified
Document Created
SSN
Member Name
Assign(ed) To
2003/02/05 09:53:27
0230940037 GIPSON, JESSE J
Unassign Document
Type: NAVMC 11116 Status: Returned for Disbursing Preparer Action
2003/02/10 11:59:26
0160583356 ZINN, TRAVIS W
Unassign Document
Type: NAVMC 11116 Status: Forwarded for Disbursing Audit
2002/11/13 07:40:30
2002/11/13 06:45:36
0556390513 YOUNGBLUTH, BRUCE D
Unassign Document
Type: NAVMC 11116 Status: Forwarded for Disbursing Audit
2003/02/25 01:06:07
0473945346 CLARK JR, JOSEPH A
ANDREWS, CR
Type: NAVMC 11116 Status: Waiting for Disbursing Action
Done
Internet

Hover the mouse pointer over “Tools” and then click on “Logout”. Th will appear:


Document Tracking & Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss
Address https://207.133.68.54/dtms/Logo.htm
Go Links
Marines
The Few. The Proud.
DefendAMERICA.mil
News of the War on Terrorism
From the Department of Defense
Recruiting | HQMC | Units | Career | Marine OnLine | News | Family | Publications | Locator | Links
DTMS Home
File
Tools
Welcome to DTMS
Click Image to Login...
Done
Internet

You are now logged off of the DTMS system.